

**Contractor Team Arrangement (CTA)**  
**In support of**  
**General Services Administration (GSA) Category Management Support Services**  
**Blanket Purchase Agreement (BPA)**  
**Solicitation No. ID04150049**  
**CTA No. GSA-CTA-0001**

**THIS GSA CONTRACTOR TEAM ARRANGEMENT ("Agreement")**, dated as of December 18, 2015, is entered into between E3 Federal Solutions, LLC; a Limited Liability Company ("E3," "Team Lead," or "Team Leader") located at 8281 Greensboro Dr., Suite 400, McLean, VA 22102, Eagle Hill Consulting, LLC ("Eagle Hill" or "Team Member") located at 241 18<sup>th</sup> Street South, Suite 615, Arlington, VA 22202 and Jump Associates ("Jump" or team Member") located at 101 S. Ellsworth Avenue, Suite 600, San Mateo, CA 94401. Team Lead and Team Members may be collectively referred to as the Party or Parties.

**WHEREAS**, the Team Lead and Team Members (including Affiliates) have individually entered into GSA Schedule Contracts,

**WHEREAS**, Team Lead and Team Members intend to enter into a Blanket Purchase Agreement (BPA) as a GSA Contractor Team with General Services Administration ("GSA" or "Client"), anticipated to be awarded January 15, 2016 or within a reasonable time (90 days) thereafter, under E3's GSA Consolidated Schedule Contract No. GS-00-F-151CA, Eagle Hill's GSA Consolidated Schedule Contract No. GS-10F-0083V and Jump's GSA Consolidated Schedule No. GS-10F-040AA.

**WHEREAS**, the Team Lead and the Team Members desire to enter into a GSA Contractor Team Arrangement pursuant to the Federal Acquisition Regulations Part 9.6. Under the Agreement, and should a subsequent BPA be awarded by the Government, Team Lead will utilize the services of the Team Members pursuant to the applicable Team Members' GSA Schedule Contracts. Team Members will individually furnish its services in connection with the GSA Solicitation requirements pursuant to a Task Order issued by the Team Lead under the BPA.

**NOW THEREFORE**, in consideration of the foregoing premises, and the mutual covenants and agreements contained herein, the Parties agree as follows:

**1. THE FOREGOING RECITALS ARE INCORPORATED INTO THIS AGREEMENT**

**2. PURPOSE OF AGREEMENT.** This Agreement sets forth the roles and responsibilities of the Parties with respect to their participation in the GSA Contractor Team Arrangement and in providing the services under the GSA Solicitation ID04150049. The parties agree that E3 shall be the Team Leader and that Eagle Hill and Jump Associates shall be the Team Members and that the Parties agree to offer and promote delivery of services by the Team under this agreement in accordance with the Statement of Work attached hereto as Exhibit A.

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4. **TERM.** The term of this Agreement shall begin on the date hereof and shall continue until the earlier of 1) the expiration or termination of the GSA BPA and all Task Orders issued thereunder, or 2) termination pursuant to Paragraph 10, Termination, herein. The duration of the resulting GSA BPA awarded in response to Solicitation ID04150049 is

intended to be five years from the date of issuance. If the Team Lead does not receive an award from GSA in response to Solicitation ID04150049, this CTA will terminate.

Throughout the term of this Agreement, the parties do hereby agree to work together in a collaborative manner.

**5. INCORPORATION OF THE CONTRACT.** Team Members agree to be bound by, and perform the Services in accordance with, the terms and conditions of the BPA awarded in response to the GSA Solicitation ID04150049, and Team Members' respective GSA Schedule Contracts which reflect the following SINS:

Team Member	Schedule 00CORP/Consolidated Schedule
E3	GS-00F-151CA C874-1; 874-4
Eagle Hill	*GS-00F-0083V 874-1
Jump Associates	*GS-10F-040AA 874-1

\*Eagle Hill and Jump Associates both have a Consolidated Schedule despite their price lists reflecting the MOBIS name.

**6. CONTRACT TYPE.** Task orders may be issued on either a fixed price or time and materials/labor hour basis. There are no minimum or maximum order requirements.

**7. INVOICING.** The Task Order Team Lead for each awarded Task Order is responsible for all invoicing and for receiving payments on behalf of itself and all Team Members for each awarded Task Order, unless GSA pays each Team Member directly. The Task Order Team Lead will make payment to Team Members upon receipt of a proper and approved invoice and within 30 days upon receipt of payment by the government. Any dispute involving the distribution of payment between the Team Lead and Team Members will be resolved by the team without any involvement by the Government. However, in the event the Government delays payment, withholds payment, or pays for less than the full amount of the combined invoice, clarification may be required from the Government as to which line items have been paid or the reason for failure to pay. Additionally, in the event the Government delays payment, withholds payment, or pays for less than the full amount of the combined invoice, payment to Team Members shall also be affected for that portion of any of the above-identified payment issues provided any such payment issues are directly related to Team Members' portion of the work.

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9. **MEMBERS' WARRANTIES.** The Team Lead and Team Members warranty its services and deliverables in accordance with the warranty contained in each Party's GSA Schedule Contract.

10. **TERMINATION.** This Agreement shall remain in force until either the completion of all work under the BPA or until a party notifies the others of its intent to terminate by giving 30 days' notice.

Team Leader and/or Team Members may also be terminated from this Agreement in the event either of the following conditions occur: 1) A Party unexpectedly loses its Small Business size status under its GSA Schedules and becomes a Large Business or 2) A Party loses its GSA Schedules during performance of the BPA issued in accordance with GSA Solicitation # ID04150049. See provision 17, **REPLACEMENT OF TEAM MEMBER**, in this instance or 3) a Party is no longer deemed presently responsible, as determined by Federal Acquisition Regulation Subpart 9.104-1, Responsible Prospective Contractors, General Standards.

11. **INDEMNIFICATION.** The Team Members and Team Lead hereby agree to indemnify, defend and hold harmless the other, and any director, officer, or employee thereof (each of the foregoing being hereinafter referred to individually as an "Indemnified Party") from and against any and all claims, liabilities, losses, expenses (including reasonable attorney's fees and legal expenses related to such defense), damages (collectively "Liabilities") asserted by: (1) any third party against any Indemnified Party for (i) personal injury or tangible property damage to the extent such Liabilities result from the negligence or willful misconduct of the other in providing any Services. The indemnified party shall promptly notify the indemnifying party of any claim subject to indemnification hereunder and the indemnifying party shall, at the indemnified party's option, conduct the defense or settlement of any such claim at the indemnifying party's sole expense and each party shall cooperate with the other in connection therewith.



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**15. CHANGES.** Contractual direction including any changes, alterations or modifications to this CTA or a Task Order must be made in writing by the party's designated contractual authority for the specific Task Order. In addition, technical information may originate from the knowledgeable technical representative, but must be transmitted in writing via the designated Team Lead contract representative.

**16. TEAM DISPUTE RESOLUTION UNDER THE AGREEMENT.** In the event of a question, claim or dispute between the Parties such question, claim or dispute shall be settled by mutual agreement between the Parties. If an agreement is not reached within a reasonable time, Team Members hereby irrevocably consent to exclusive and personal jurisdiction in the Courts of the Commonwealth of Virginia, and either Party may pursue any right or remedy available at law and/or equity in the Commonwealth. Each Party hereby waives its right to a jury trial. Pending completion of contract or final disposition of a dispute pursuant to this paragraph, the Team Members shall, at all times, proceed diligently with the performance of any Task Order(s) and this Agreement. Each Party shall bear its own costs of dispute resolution, to include attorney's fees.

**17. REPLACEMENT OF TEAM MEMBER.** In the event of termination of a Team Member in accordance with provision 10, the team will assess whether the addition of a new Team Member is required. If the team determines another Team Member is required, the team will obtain the prior approval of the Government.

**18. PUBLICITY.** No news releases, public announcements, advertisements, or publicity may be released by the Team Lead or any Team Member identifying any other Team Member in connection with the awarded Contract without the prior written approval of the Team Lead, the identified Team Member, and the Government, if required. Such written approval by the Team Lead and the identified Team Member shall not be unreasonably withheld.

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Administrative and Contractual POC	
E3 Federal Solutions LLC	Eagle Hill
(b) (6)	(b) (6)
Jump Associates	
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In regard to technical matters relating to this CTA, the parties hereby appoint the below-listed representatives:

Technical POC	
E3 Federal Solutions LLC	Eagle Hill
(b) (6)	(b) (6)
Jump Associates	
(b) (6)	

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The primary government points of contract at GSA for Solicitation ID04150049 are:

GSA POCs	
Contractual POC	Technical POC
Susan Humann General Services Administration Contracting Officer 193 Beal Parkway SE Brandon Place, Rm Suite 210 Fort Walton Beach, FL 32548 Phone : 228-304-2818 Email : <a href="mailto:susan.humann@gsa.gov">susan.humann@gsa.gov</a>	Dustin Teal General Services Administration Contract Specialist 4890 University Square, Suite 3 Huntsville, AL 35816 Phone: 256-698-6316 Email: <a href="mailto:dustin.teal@gsa.gov">dustin.teal@gsa.gov</a>

**21. CLOSE-OUTS.** Close-outs will be performed in accordance with FAR 4.804, Closeout of Contract Files. A Task Order is considered to be physically completed when the Team Members have performed and completed all the required supplies, services and/or deliveries per the terms of this Agreement and the Task Order and has been accepted by the Government.

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**24. NON-SOLICITATION OF EMPLOYEES.** During the term of this Agreement and for a period of one (1) year after its termination, neither the Team Lead nor Team Members shall solicit for hire as an employee, or otherwise any of the other Party's personnel who are performing or who have performed Services directly related to this Agreement or the BPA without such other Party's express written consent. However, either Party shall have the right to hire any individual employed by the other who, without direct solicitation of the other Party, responds to employment advertising in the newspapers, trade publications or other public commercial media or any unsolicited walk-in candidates not related to the Agreement. Notwithstanding the foregoing, this provision shall only bind the performing organization e.g. business unit of the Parties who is performing the work related to this Agreement.

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**26. INTEGRATION.** This Agreement constitutes the entire terms and conditions of the CTA Agreement of the parties hereto and supersedes all prior agreements, proposals, discussions, and communications, whether oral or in writing as it relates to the GSA Category Management opportunity. This Agreement may be modified only in writing and shall be enforceable in accordance with its terms when signed by each of the parties hereto.

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**29. EXHIBITS, ATTACHMENTS, AND APPENDICES.**

Exhibit A – Team Members Scope of Work

Appendix 1 – GSA Schedule Price Lists for Team Leader and Team Members

**IN WITNESS WHEREOF**, the parties hereto have caused to be signed by their duly authorized representatives, as of the day and year first above mentioned.

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**By:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have caused to be signed by their duly authorized representatives, as of the day and year first above mentioned.

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(b) (6)



**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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**Exhibit A**  
**Scope of Work**  
**For**  
**CTA Team Members**  
**GSA Category Management Solicitation No. ID04150049**

This Exhibit A contains the description of the scope of work for the Team Members' agreed upon work for this opportunity. If the scope of work materially changes during the proposal phase, then the Team Lead shall provide such changes to the Team Members as soon as practical in writing, as an Addendum to this agreement.

**1.0 Description of Work**

The Team Member shall provide a full range of Category Management support services to GSA and its customers under Team Members' GSA Schedule Contracts. Below is the list of anticipated SOW areas for the Category Management BPA. Additional specific SOW requirements will be identified at the Task Order level.

- Project Management Support
- Program Management Support (BPA Level)
- Spend Analysis
- Agency Analysis
- Market Analysis
- Risk Analysis
- Category Strategy Development
- Total Cost Management
- Demand Management
- Supplier Management
- Strategic Sourcing
- Content Development/Management
- Hallway Adoption Support
- Technical Writing
- Benchmarking
- Performance Tracking
- Data Management and Analytical Support
- Category Expertise Support
- Supplemental Change Management Support
- Supplemental Communications Support
- Strategic Direction and Vision
- Training
- Spend Under Management
- Support Spend Analysis
- Category Management Expertise Support
- Support Ad Hoc Analyses
- Overarching Change Management Support
- Overarching Communications Strategy and Support



## PMO Benchmarking

### 2.0 Work Location

Various work locations as determined by BPA Task Order Requests.

### 3.0 Scope:

GSA has a need to acquire various Category Management support services as set forth in this Agreement with the Team Members. The Team Leader may furnish, to include but not limited to, the following types of support services issued under the following GSA schedules:

- GSA Consolidated Schedule which may also be referred to as the GSA Professional Services Schedule.

The Team Members may furnish services in accordance with its applicable GSA Schedule Contract.

### 3.1 Work Share:

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For the purpose of managing the workshare, E3 defines each Team E3 partner by the following roles:

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As such each CTA member has specified partner roles as well as core subcontractors.

The below guidelines will be followed as to work allocation, Task Order participation, and other rules of engagement:

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**Appendix 1**  
**Team Leader and Team Member GSA Schedule Price Lists**



## E3 FEDERAL SOLUTIONS LLC

### PROFESSIONAL SERVICES SCHEDULE

520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-17	520-17RC	Risk Assessment and Mitigation Services
520-21	520-21RC	Program Management Services
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-7	871-7RC	Construction Management and Engineering Consulting Related to Real Property
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

#### **General Services Administration Federal Acquisition Service Authorized Federal Supply Schedule Price List**

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

**Federal Supply Group:** 00CORP

**Contract Number:** GS-00F-151CA  
**Contract Period:** May 28, 2015 – May 27, 2020  
**Contractor:** E3 Federal Solutions, LLC  
8281 Greensboro Drive, Suite 400  
McLean, VA 22102 5211

**Business Size:** Small, Veteran-Owned Business

**Telephone:** (571) 551-2710  
**Fax Number:** (800) 670-5245  
**Web Site:** [www.e3federal.com](http://www.e3federal.com)  
**E-mail:** [ejohnson@e3federal.com](mailto:ejohnson@e3federal.com)  
**Contract Admin:** Everett S. Johnson

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:  
<http://www.GSAAdvantage.gov>.



## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s):**

SIN	Recovery	SIN Description
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-17	520-17RC	Risk Assessment and Mitigation Services
520-21	520-21RC	Program Management Services
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-7	871-7RC	Construction Management and Engineering Consulting Related to Real Property
874-1	874-1RC	Integrated Consulting Services
874-4	871-4RC	Training Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
- 2. Maximum Order: \$1,000,000.00**
- 3. Minimum Order: \$100.00**
- 4. Geographic Coverage (delivery Area): Domestic and Overseas**
- 5. Point(s) of production (city, county, and state or foreign country): Same as company address**
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Price List (Page 5).**
- 7. Quantity discounts: None Offered**
- 8. Prompt payment terms: Net 30 days**

- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes
- 10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address: Same as company address
- 15. Warranty provision.: Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable): N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 19. Terms and conditions of installation (if applicable): N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A



- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/): N/A
- 25. Data Universal Numbering System (DUNS) number:** 170945823
- 26. Notification regarding registration in System for Award Management (SAM) Database:** Registered
- 27. Final Pricing:** The rates shown on the next page include the Industrial Funding Fee (IFF) of 0.75%.



### LABOR CATEGORY RATES FABS SInS - Customer Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Manager II	\$ 217.40	\$ 222.62	\$ 227.96	\$ 233.43	\$ 239.03
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Manager I	\$ 168.39	\$ 172.43	\$ 176.57	\$ 180.81	\$ 185.15
520-11, 520-12, 520-13, 520-17 & 520-21	Manager II	\$ 135.46	\$ 138.71	\$ 142.04	\$ 145.45	\$ 148.94
520-11, 520-12, 520-13, 520-17 & 520-21	Manager I	\$ 119.19	\$ 122.05	\$ 124.98	\$ 127.98	\$ 131.05
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Consultant II	\$ 108.36	\$ 110.96	\$ 113.62	\$ 116.35	\$ 119.14
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Consultant I	\$ 89.93	\$ 92.09	\$ 94.30	\$ 96.56	\$ 98.88
520-11, 520-12, 520-13, 520-17 & 520-21	Project Manager	\$ 106.43	\$ 108.98	\$ 111.60	\$ 114.28	\$ 117.02
520-11, 520-12, 520-13, 520-17 & 520-21	Analyst	\$ 84.79	\$ 86.83	\$ 88.91	\$ 91.04	\$ 93.23
520-11, 520-12, 520-13, 520-17 & 520-21	Junior Analyst	\$ 59.85	\$ 61.29	\$ 62.76	\$ 64.26	\$ 65.81

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



### LABOR CATEGORY RATES PES SINS - Contractor Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
871-2, 871-3 & 871-7	Program Manager - IV	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Program Manager - III	\$ 105.48	\$ 108.54	\$ 111.69	\$ 114.93	\$ 118.26
871-2, 871-3 & 871-7	Program Manager - II	\$ 102.19	\$ 105.15	\$ 108.20	\$ 111.34	\$ 114.57
871-2, 871-3 & 871-7	Program Manager - I	\$ 88.83	\$ 91.41	\$ 94.06	\$ 96.79	\$ 99.60
871-2, 871-3 & 871-7	Project Manager - V	\$ 126.98	\$ 130.66	\$ 134.45	\$ 138.35	\$ 142.36
871-2, 871-3 & 871-7	Project Manager - IV	\$ 112.86	\$ 116.13	\$ 119.50	\$ 122.97	\$ 126.54
871-2, 871-3 & 871-7	Project Manager - I	\$ 79.36	\$ 81.66	\$ 84.03	\$ 86.47	\$ 88.98
871-2, 871-3 & 871-7	Program Analyst - IV	\$ 91.57	\$ 94.23	\$ 96.96	\$ 99.77	\$ 102.66
871-2, 871-3 & 871-7	Program Analyst - III	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Program Analyst - II	\$ 71.22	\$ 73.29	\$ 75.42	\$ 77.61	\$ 79.86
871-2, 871-3 & 871-7	Engineering Technician - V	\$ 125.02	\$ 128.65	\$ 132.38	\$ 136.22	\$ 140.17
871-2, 871-3 & 871-7	Engineering Technician - IV	\$ 111.92	\$ 115.17	\$ 118.51	\$ 121.95	\$ 125.49
871-2, 871-3 & 871-7	Engineering Technician - III	\$ 87.91	\$ 90.46	\$ 93.08	\$ 95.78	\$ 98.56
871-2, 871-3 & 871-7	Engineering Technician - II	\$ 77.83	\$ 80.09	\$ 82.41	\$ 84.80	\$ 87.26
871-2, 871-3 & 871-7	Engineering Technician - I	\$ 66.13	\$ 68.05	\$ 70.02	\$ 72.05	\$ 74.14
871-2, 871-3 & 871-7	Subject Matter Expert - IV	\$ 154.45	\$ 158.93	\$ 163.54	\$ 168.28	\$ 173.16
871-2, 871-3 & 871-7	Subject Matter Expert - III	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Engineering Analyst - V	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Engineering Analyst - IV	\$ 121.89	\$ 125.42	\$ 129.06	\$ 132.80	\$ 136.65
871-2, 871-3 & 871-7	Engineering Analyst - III	\$ 92.64	\$ 95.33	\$ 98.09	\$ 100.93	\$ 103.86
871-2, 871-3 & 871-7	Engineering Analyst - II	\$ 86.48	\$ 88.99	\$ 91.57	\$ 94.23	\$ 96.96
871-2, 871-3 & 871-7	Engineering Analyst - I	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Functional Analyst - V	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Functional Analyst - IV	\$ 101.74	\$ 104.69	\$ 107.73	\$ 110.85	\$ 114.06
871-2, 871-3 & 871-7	Functional Analyst - III	\$ 96.25	\$ 99.04	\$ 101.91	\$ 104.87	\$ 107.91



871-2, 871-3 & 871-7	Functional Analyst - II	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Functional Analyst - I	\$ 61.05	\$ 62.82	\$ 64.64	\$ 66.51	\$ 68.44
871-2, 871-3 & 871-7	Consultant - V	\$ 143.14	\$ 147.29	\$ 151.56	\$ 155.96	\$ 160.48
871-2, 871-3 & 871-7	Consultant - IV	\$ 123.01	\$ 126.58	\$ 130.25	\$ 134.03	\$ 137.92
871-2, 871-3 & 871-7	Consultant - III	\$ 85.46	\$ 87.94	\$ 90.49	\$ 93.11	\$ 95.81
871-2, 871-3 & 871-7	Consultant - II	\$ 76.31	\$ 78.52	\$ 80.80	\$ 83.14	\$ 85.55
871-2, 871-3 & 871-7	Technical Writer/Editor - II	\$ 53.86	\$ 55.42	\$ 57.03	\$ 58.68	\$ 60.38

## LABOR CATEGORY RATES

### MOBIS SINs - Customer Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
874-1, 874-6 & 874-7	Acquisition Manager I	\$ 80.91	\$ 83.01	\$ 85.17	\$ 87.39	\$ 89.66
874-1, 874-6 & 874-7	Acquisition Manager II	\$ 91.19	\$ 93.56	\$ 95.99	\$ 98.49	\$ 101.05
874-1, 874-6 & 874-7	Acquisition Manager III	\$ 107.29	\$ 110.08	\$ 112.94	\$ 115.88	\$ 118.89
874-1, 874-6 & 874-7	Acquisition Manager IV	\$ 124.21	\$ 127.44	\$ 130.75	\$ 134.15	\$ 137.64
874-1, 874-6 & 874-7	Acquisition Manager V	\$ 142.51	\$ 146.22	\$ 150.02	\$ 153.92	\$ 157.92
874-1, 874-6 & 874-7	Analyst I	\$ 70.46	\$ 72.29	\$ 74.17	\$ 76.10	\$ 78.08
874-1, 874-6 & 874-7	Analyst II	\$ 80.91	\$ 83.01	\$ 85.17	\$ 87.39	\$ 89.66
874-1, 874-6 & 874-7	Analyst III	\$ 91.46	\$ 93.84	\$ 96.28	\$ 98.78	\$ 101.35
874-1, 874-6 & 874-7	Analyst IV	\$ 113.30	\$ 116.25	\$ 119.27	\$ 122.37	\$ 125.55
874-1, 874-6 & 874-7	Contract Specialist II	\$ 90.33	\$ 92.68	\$ 95.09	\$ 97.56	\$ 100.10
874-1, 874-6 & 874-7	Contract Specialist III	\$ 107.21	\$ 110.00	\$ 112.86	\$ 115.79	\$ 118.80
874-1, 874-6 & 874-7	Contract Specialist IV	\$ 123.23	\$ 126.43	\$ 129.72	\$ 133.09	\$ 136.55
874-1, 874-6 & 874-7	Contract Specialist V	\$ 139.75	\$ 143.38	\$ 147.11	\$ 150.94	\$ 154.86
874-1, 874-6 & 874-7	Program Manager I	\$ 70.35	\$ 72.18	\$ 74.06	\$ 75.98	\$ 77.96
874-1, 874-6 & 874-7	Program Manager II	\$ 77.91	\$ 79.94	\$ 82.01	\$ 84.15	\$ 86.33
874-1, 874-6 & 874-7	Program Manager III	\$ 104.96	\$ 107.69	\$ 110.49	\$ 113.36	\$ 116.31
874-1, 874-6 & 874-7	Program Manager V	\$ 138.66	\$ 142.27	\$ 145.96	\$ 149.76	\$ 153.65
874-1, 874-6 & 874-7	Principal Consultant I	\$ 171.27	\$ 175.72	\$ 180.29	\$ 184.98	\$ 189.79
874-1, 874-6 & 874-7	Subject Matter Expert I	\$ 105.29	\$ 108.03	\$ 110.84	\$ 113.72	\$ 116.67
874-1, 874-6 & 874-7	Subject Matter Expert II	\$ 124.85	\$ 128.10	\$ 131.43	\$ 134.84	\$ 138.35
874-1, 874-6 & 874-7	Subject Matter Expert III	\$ 141.89	\$ 145.58	\$ 149.36	\$ 153.25	\$ 157.23
874-4	Training Subject Matter Expert III	\$ 150.18	\$ 154.08	\$ 158.09	\$ 162.20	\$ 166.42
874-4	Training Subject Matter Expert II	\$ 129.69	\$ 133.06	\$ 136.52	\$ 140.07	\$ 143.71
874-4	Training Subject Matter Expert I	\$ 93.40	\$ 95.83	\$ 98.32	\$ 100.88	\$ 103.50



### LABOR CATEGORY RATES MOBIS SINS - Contractor Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
874-1, 874-6 & 874-7	Acquisition Manager I	\$ 94.26	\$ 96.71	\$ 99.23	\$ 101.81	\$ 104.45
874-1, 874-6 & 874-7	Acquisition Manager II	\$ 106.23	\$ 108.99	\$ 111.83	\$ 114.73	\$ 117.72
874-1, 874-6 & 874-7	Acquisition Manager III	\$ 124.99	\$ 128.24	\$ 131.57	\$ 134.99	\$ 138.50
874-1, 874-6 & 874-7	Acquisition Manager IV	\$ 144.70	\$ 148.46	\$ 152.32	\$ 156.28	\$ 160.35
874-1, 874-6 & 874-7	Acquisition Manager V	\$ 166.02	\$ 170.34	\$ 174.77	\$ 179.31	\$ 183.97
874-1, 874-6 & 874-7	Analyst I	\$ 82.08	\$ 84.21	\$ 86.40	\$ 88.65	\$ 90.96
874-1, 874-6 & 874-7	Analyst II	\$ 94.26	\$ 96.71	\$ 99.23	\$ 101.81	\$ 104.45
874-1, 874-6 & 874-7	Analyst III	\$ 106.54	\$ 109.31	\$ 112.15	\$ 115.07	\$ 118.06
874-1, 874-6 & 874-7	Analyst IV	\$ 131.99	\$ 135.42	\$ 138.94	\$ 142.56	\$ 146.26
874-1, 874-6 & 874-7	Contract Specialist II	\$ 105.24	\$ 107.98	\$ 110.78	\$ 113.66	\$ 116.62
874-1, 874-6 & 874-7	Contract Specialist III	\$ 124.89	\$ 128.14	\$ 131.47	\$ 134.89	\$ 138.39
874-1, 874-6 & 874-7	Contract Specialist IV	\$ 143.57	\$ 147.30	\$ 151.13	\$ 155.06	\$ 159.09
874-1, 874-6 & 874-7	Contract Specialist V	\$ 162.81	\$ 167.04	\$ 171.39	\$ 175.84	\$ 180.41
874-1, 874-6 & 874-7	Program Manager I	\$ 81.96	\$ 84.09	\$ 86.28	\$ 88.52	\$ 90.82
874-1, 874-6 & 874-7	Program Manager II	\$ 90.77	\$ 93.13	\$ 95.55	\$ 98.04	\$ 100.58
874-1, 874-6 & 874-7	Program Manager III	\$ 122.28	\$ 125.46	\$ 128.72	\$ 132.07	\$ 135.50
874-1, 874-6 & 874-7	Program Manager V	\$ 161.54	\$ 165.74	\$ 170.05	\$ 174.47	\$ 179.01
874-1, 874-6 & 874-7	Principal Consultant I	\$ 199.54	\$ 204.73	\$ 210.05	\$ 215.51	\$ 221.12
874-1, 874-6 & 874-7	Subject Matter Expert I	\$ 122.66	\$ 125.85	\$ 129.12	\$ 132.48	\$ 135.92
874-1, 874-6 & 874-7	Subject Matter Expert II	\$ 145.46	\$ 149.24	\$ 153.12	\$ 157.10	\$ 161.19
874-1, 874-6 & 874-7	Subject Matter Expert III	\$ 165.30	\$ 169.60	\$ 174.01	\$ 178.53	\$ 183.17

## **LABOR CATEGORY DESCRIPTIONS**

### **SINs 520-11, 520-12, 520-13, 520- 17 & 520-21**

#### **1. Senior Manager II**

**Functional Responsibilities:** Provides high level management and overall responsibility for program activities, and is the primary point of contact for client executives. Manages business solutions, delegating resources and fostering quality across project and deliverables. Involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 10 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### **2. Senior Manager I**

**Functional Responsibilities:** Provides high level management and responsibility for program or project activities, and may serve as the primary point of contact for client executives. Manages business solutions, delegating resources and fostering quality across project and deliverables. Involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 8 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### **3. Manager II**

**Functional Responsibilities:** Provides management and direction for large teams with a focus on performance. Assumes responsibility for project issues and outlines work plans and deliverables. Actively manages and controls project resources, budget activities, and quality practices. Ensures consistent communication between client and project team. May be involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 7 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred



#### 4. Manager I

**Functional Responsibilities:** Provides management and direction for teams with a focus on performance. Assumes responsibility for project issues and guides work plans and deliverables. Actively manages and controls project resources, budget activities, and quality practices. Ensures consistent communication between client and project team. May be involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 5 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 5. Senior Consultant II

**Functional Responsibilities:** Provides senior-level analytic and project support. May lead tasks or portions of tasks, overseeing junior staff. Contributes to work plan development and may lead tasks, supervising others and managing to timelines and budget. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 4 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

#### 6. Senior Consultant I

**Functional Responsibilities:** Provides analytic and project support. May lead tasks or portions of tasks, overseeing junior staff. Contributes to work plan development and may lead tasks, supervising others and managing to timelines and budget. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 3 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## 7. Project Manager

**Functional Responsibilities:** Provides day-to-day management of contract activities, possibly including multiple projects and teams at multiple locations. Oversees service delivery and the production of all deliverables and is responsible for managing people, risk, and quality, in coordination with company leadership and infrastructure employees. May support program managers in their oversight of related projects.

**Minimum years of experience:** 8 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

## 8. Analyst

**Functional Responsibilities:** Applies analytic methodologies and principles to project. May lead tasks or portions of tasks, overseeing junior staff. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 5 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## 9. Junior Analyst

**Functional Responsibilities:** Applies analytic methodologies and principles to project. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 2 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD



## LABOR CATEGORY DESCRIPTIONS

### SINs 871-2, 871-3 & 871-7

#### 1. Program Manager – IV

**Functional Responsibilities:** Responsible for support in overall project organization and direction. Interfaces with designated client representatives to formulate requirements and supervise tasks. Requires knowledge of regulations, requirements, policies and procedures, cost and schedule estimating, systems disciplines, and engineering specifications. Demonstrated ability to provide guidance and direction for specific projects or sub-tasks. Increasing responsibility in design, implementation and management of engineering management services. Engineering, facilities management, construction management resource. Coordinates project-specific parties and reviews work products for completeness and adherence to customer requirements. Delivers presentations and assists in leading client meetings. Develops strategic business approaches. Formulates, communicates, and enforces quality work standards. Ensures projects are completed on time and within budget. Facilitates support to the team and assists in an advisory role to program teams regarding projects, tasks, and operations.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

#### 2. Program Manager - III

**Functional Responsibilities:** Supports and directs the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

#### 3. Program Manager - II

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

#### 4. Program Manager - I

**Functional Responsibilities:**

Supports the planning and management of single or multiple projects and retains overall

responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **5. Project Manager – V**

**Functional Responsibilities:** Functions in a senior level project manager capacity. Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules. Assigns team responsibilities and supervises efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government clients. Assists, coordinates with and supports the Program Manager. Stays informed of the day-to-day status of the program, projects, and staff. Provide direction and oversight throughout project lifecycle to project team to meet applicable business requirements. Engage appropriate stakeholders in risk identification and mitigation. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## **6. Project Manager – IV**

**Functional Responsibilities:** Functions in a senior to mid-level project manager capacity. Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules. Assigns team responsibilities and assist in supervising efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government clients. Assists, coordinates with and supports the Program Manager. Stays informed of the day-to-day status of the program, projects, and staff. Provide direction and oversight throughout project lifecycle to project team to meet applicable business requirements. Engages appropriate stakeholders in risk identification and mitigation. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **7. Project Manager – I**

**Functional Responsibilities:** Functions in a junior level project manager capacity. Supports day to day management and administration of project tasks. Assists to develop detailed work plans and schedules, monitor resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints, performs quality checks of all work products. Interacts continually with government clients. Stays informed of the project status. Works closely with seniors and team leads. Serves as an analytical engineering, facilities, and



construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

#### **8. Program Analyst - IV**

**Functional Responsibilities:** Functions in a senior to mid-level program analyst capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Engineering, facilities management, construction management resource. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

#### **9. Program Analyst - III**

**Functional Responsibilities:** Functions in a mid-level program analyst capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

#### **10. Program Analyst- II**

**Functional Responsibilities:** Functions in a mid to junior level program analyst capacity. Performs analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing,

and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

#### **11. Engineering Technician - V**

**Functional Responsibilities:** Functions in a senior level engineering technician capacity. Performs work orders and transmits work assignments and work instructions to those engaged in the operation and maintenance. Directs, participates in, and monitors progress towards completion of the fabrication, installation, modification, refurbishment, operation, or maintenance of various devices, equipment and systems. Coordinates activities of technical personnel. Acts as liaison between customer and contractor personnel. Provides status of work assignments, identifies problem areas and recommends appropriate solutions. Consults with engineering personnel to correct on-site problems, modify work plans or recommend alternative procedures. Assures technical feasibility of prescribed tasks and makes a final survey of responsibility. Performs independent on-site engineering and critical troubleshooting. Perform and manage significant engineering or technical projects. Possess a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

#### **12. Engineering Technician - IV**

**Functional Responsibilities:** Functions in a senior to mid-level engineering technician capacity. Performs work orders and transmits work assignments and work instructions to those engaged in the operation and maintenance. Directs, participates in, and monitors progress towards completion of the fabrication, installation, modification, refurbishment, operation, or maintenance of various devices, equipment and systems. Coordinates activities of technical personnel. Acts as liaison between customer and contractor personnel. Provides status of work assignments, identifies problem areas and recommends appropriate solutions. Consults with engineering personnel to correct on-site problems, modify work plans or recommend alternative procedures. Assures technical feasibility of prescribed tasks and makes a final survey of responsibility. Performs independent on-site engineering and critical troubleshooting. Perform and manage significant engineering or technical projects. Possess a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

#### **13. Engineering Technician - III**

**Functional Responsibilities:** Functions in a mid-level engineering technician capacity. Fabricates, installs, modifies, refurbishes, functionally checks, operates, monitors, and



maintains electronic devices and systems. Evaluates system performance. Repairs electrical, electronic or mechanical devices, equipment and systems to incorporate specified changes. Monitors test systems in support of operational launches and/or emergencies. Validates systems, devices, and equipment and provides direct technical support to customer engineering representatives. Analyzes measurement data for system readiness and acceptance. Prepares equipment operational procedures.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

#### **14. Engineering Technician - II**

**Functional Responsibilities:** Functions in a junior to mid-level engineering technician capacity. Supports the fabrication, installation, modification, and functional check-out of electro-mechanical devices and systems. Operates test equipment required to evaluate system performance. Performs both preventive and corrective maintenance tasks. Records data and obtains measurements for system readiness and acceptance testing. Maintains activity logs and documentation of all work performed. Validates systems, devices, and equipment and provides direct technical support to customer engineering representatives. Analyzes measurement data for system readiness and acceptance. Prepares equipment operational procedures.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

#### **15. Engineering Technician - I**

**Functional Responsibilities:** Functions in a junior level engineering technician capacity. Supports the fabrication, installation, modification, and functional check-out of electro-mechanical devices and systems. Operates test equipment required to evaluate system performance. Performs both preventive and corrective maintenance tasks. Records data and obtains measurements for system readiness and acceptance testing. Maintains activity logs and documentation of all work performed. Works closely with senior Technicians or Team Leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

#### **16. Subject Matter Expert - IV**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Capable of planning, directing and implementing initiatives. Analyzes project requirements and develops strategic solutions and tactical plans to meet agency's needs. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Capable of planning, directing and implementing initiatives. Provides

advanced specialized scientific, engineering and other functional support required to complete high technology projects. Provides enterprise-wide, advisory assistance in the planning, troubleshooting, integration, research, design, development, testing, modeling, simulation and training on the most complex work requirements. Serves as a senior to mid-level engineering and scientific professional subject matter expert.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### **17. Subject Matter Expert - III**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Capable of planning, directing and implementing initiatives. Provides advanced specialized scientific, engineering and other functional support required to complete high technology projects. Provides enterprise-wide, advisory assistance in the planning, troubleshooting, integration, research, design, development, testing, modeling, simulation and training on the most complex work requirements. Serves as a mid level engineering and scientific professional subject matter expert.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### **18. Engineering Analyst - V**

**Functional Responsibilities:** Functions in a senior level engineering analyst capacity. Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills. Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management. Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### **19. Engineering Analyst - IV**

**Functional Responsibilities:** Functions in a senior to mid-level engineering analyst capacity. Expert with extensive knowledge and experience developing and applying analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies.



Demonstrated managerial and supervisory skills. Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management. Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **20. Engineering Analyst - III**

**Functional Responsibilities:** Functions in a mid-level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs complex activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads or Project Manager.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## **21. Engineering Analyst - II**

**Functional Responsibilities:** Functions in a mid to junior level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads or Project Manager. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **22. Engineering Analyst - I**

**Functional Responsibilities:** Functions in a junior level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads, senior analysts or Project Manager. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years



### 23. Functional Analyst – V

**Functional Responsibilities:** Functions in a senior level functional analyst capacity. Responsible for the direction and oversight of engineering projects and applications requiring specialized knowledge and understanding of complex technical issues. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. May perform as a high-level subject matter expert in engineering systems and applied technology. Possesses technical expertise. Ensures programs continue on schedule and within budget.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### 24. Functional Analyst - IV

**Functional Responsibilities:** Functions in a senior to mid-level functional analyst capacity. Responsible for supporting the direction and oversight of engineering projects and applications requiring specialized knowledge and understanding of complex technical issues. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. May perform as a high-level subject matter expert in engineering systems and applied technology. Possesses technical expertise. Supports efforts to ensure programs continue on schedule and within budget.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### 25. Functional Analyst - III

**Functional Responsibilities:** Functions in a mid-level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### 26. Functional Analyst - II

**Functional Responsibilities:** Functions in a mid to junior level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for

integrated products. Supports in analysis of system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. Works closely with senior analysts and team leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **27. Functional Analyst - I**

**Functional Responsibilities:** Functions in a junior level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Supports in analysis of system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. Works closely with senior analysts and team leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

## **28. Consultant - V**

**Functional Responsibilities:** Functions in a senior level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical expert on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## **29. Consultant - IV**

**Functional Responsibilities:** Functions in a senior to mid-level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical expert on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree



**Minimum years of experience:** 6+ years

### **30. Consultant – III**

**Functional Responsibilities:** Functions in a mid-level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical resource on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### **31. Consultant - II**

**Functional Responsibilities:** Functions in a mid to junior level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical resource on project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

### **32. Technical Writer/Editor – II**

**Functional Responsibilities:** Functions in a mid to junior level technical writing/editing capacity. Writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience: 2+ years**

## EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD



## LABOR CATEGORY DESCRIPTIONS 874-1, 874-6 & 874-7

### 1. Acquisition Manager – V

**Functional Responsibilities:** Functions in a senior-level acquisition management capacity. Provides expert advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

### 2. Acquisition Manager – IV

**Functional Responsibilities:** Functions in a mid to senior-level acquisition management capacity. Provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

### 3. Acquisition Manager – III

**Functional Responsibilities:** Functions in a mid-level acquisition management capacity. Under minimal guidance, provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible



for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **4. Acquisition Manager – II**

**Functional Responsibilities:** Functions in a junior to mid-level acquisition management capacity. Under guidance, provides advice and assistance to functional area technical experts on acquisition related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **5. Acquisition Manager – I**

**Functional Responsibilities:** Functions in a junior-level acquisition management capacity. Under direct guidance, provides advice and assistance to functional area technical experts on acquisition related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's Degree

## 6. Analyst – IV

**Functional Responsibilities:** Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

## 7. Analyst – III

**Functional Responsibilities:** Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

## 8. Analyst – II

**Functional Responsibilities:** Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

## 9. Analyst – I

**Functional Responsibilities:** Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

**Minimum years of experience:** 0 years



**Minimum education/degree requirements:** Bachelor's degree

#### **10. Contract Specialist – V**

**Functional Responsibilities:** Functions in a senior-level contract specialist capacity. Carries out pre-determined and recurring cradle to grave contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and exposure to cost reimbursement/cost sharing contracts and review of claims and equitable adjustments. Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities. Extensive knowledge of the FAR and/or DFAR.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **11. Contract Specialist – IV**

**Functional Responsibilities:** Functions in a mid to senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **12. Contract Specialist – III**

**Functional Responsibilities:** Functions in a mid to senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **13. Contract Specialist – II**

**Functional Responsibilities:** Functions in a junior to mid-level contract specialist capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the contracts profession. Assignments may include, but are not



limited to general cradle to grave contract administration. Limited support functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, negotiation and preparation of contract modifications, cost/price analysis, evaluation of performance, contract termination, and contract close-out. Exposure to FAR and/or DFAR.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **14. Program Manager – V**

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as the senior liaison to government and outside representatives and coordinates activities of support personnel.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **15. Program Manager – III**

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **16. Program Manager – II**

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **17. Program Manager – I**

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **18. Principal Consultant – I**

**Functional Responsibilities:** Provides expert advice to agency senior staff in a wide variety of department level activities and/or major programs. Delivers senior level management and oversight to agency leadership as needed. Analyzes project requirements and develops strategic solutions and tactical plans to meet agency's needs. Capable of planning, directing and implementing initiatives. Duties may include researching legislative and organizational matters, recommending alternatives and best practices, reviewing organizational effectiveness and recommending improvements, and developing communication strategies for both internal and external audiences. Generally, has served in major roles at high levels of industry and/or government and experienced in senior executive-level management and leadership.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **19. Subject Matter Expert – III**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **20. Subject Matter Expert – II**

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline and contributes to the implementation of strategy.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **21. Subject Matter Expert – I**

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

### **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD



## LABOR CATEGORY DESCRIPTIONS

### 874-4

#### 1. Training Subject Matter Expert - III

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides oversight for all aspects of training development lifecycle including consulting with the client senior management team, developing curriculum, formulating and implementing instructional design strategies and developing learning courses to include various delivery methods i.e. instructor led or web based training. Collects information from client representatives and uses this information to design training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Evaluates the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 6+ years

**Minimum education/degree requirements:** Bachelor's Degree

#### 2. Training Subject Matter Expert - II

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Facilitates in providing oversight for all aspects of training development lifecycle including consulting with the client senior management team, developing curriculum, formulating instructional design strategies and developing learning courses to include various delivery methods i.e. instructor led or web based training. Helps to collect information from client representatives and uses this information to design training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Evaluates the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 4+ years

**Minimum education/degree requirements:** Bachelor's Degree

#### 3. Training Subject Matter Expert - I

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports senior team members with training development , creating training curriculum, instructional design strategies and learning courses to include various delivery methods i.e. instructor led or web based training. Helps in gathering information from client representatives and uses this information to support the design of training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Helps senior members to assess the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 2+ Degree

**Minimum education/degree requirements:** Bachelor's degree

## **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

<b>Degree</b>	<b>Experience</b>	<b>Other Equivalence</b>
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD



**EAGLE HILL**  
*unconventional consulting*

## **GSA Mission Oriented Business**

July 15, 2014





#### ABOUT EAGLE HILL CONSULTING

Eagle Hill Consulting: Eagle Hill provides management consulting services in the areas of business strategy, organizational transformation, human capital transformation, process improvement, program management, and change management. Eagle Hill works with a range of public, private, and non-profit organizations in the Washington, D.C. metropolitan area. Eagle Hill has been recognized by the Washington Business Journal and Washingtonian Magazine as a great place to work. More information at [www.eaglehillconsulting.com](http://www.eaglehillconsulting.com)

#### GSA Authorized Federal Supply Schedule Price List and Customer Information

Company Name: Eagle Hill Consulting, LLC  
Address: 241 18<sup>th</sup> Street South, Suite 615  
Arlington, VA 22202  
Phone: 703-229-8600  
Fax: 703-229-5622  
Contract Number: GS-10F-0083V  
Business Size: Economically Disadvantaged Woman-owned Small Business,  
8(a) Certified  
Contract Period: February 18, 2014 through February 17, 2019  
Minimum Order: \$100.00  
Maximum Order: \$1,000,000.00  
DUNS Numbers: 137206202

For all questions regarding contract administration and ordering services, please contact:  
Melissa Jezior, President, 703-229-8601, [mjezior@eaglehillconsulting.com](mailto:mjezior@eaglehillconsulting.com)

#### SINS OFFERED

874-1 Integrated Consulting Services

874-7 Integrated Business Program Support Services

#### ABOUT EAGLE HILL CONSULTING

The following labor categories and rates apply to all SINs offered by Eagle Hill Consulting, LLC:

Labor Category	Unit of Issue	Base Rate (Feb 14-Feb 15) incl. IFF*
Associate Consultant	Hours	\$110.83
Consultant	Hours	\$146.09
Managing Consultant	Hours	\$164.22
Engagement Manager	Hours	\$181.35
Executive Advisor	Hours	\$231.73

\*Yearly economic price adjustment escalation for each labor category rate commencing on February 18, 2010 and on that date every subsequent year is determined according to the US Department of Labor Bureau of Statistics Employment Cost Index (ECI), Table 5, Professional, Technical, and Scientific Services.



#### SCA APPLICABILITY STATEMENT:

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

#### LABOR RATE CATEGORIES

The following labor categories apply to all SINs offered by Eagle Hill Consulting, LLC:

<b>Associate Consultant</b>	
<ul style="list-style-type: none"><li>• Applies strong analytical and technical skills to deliver key project activities including, business process documentation, organizational design activities, change management and business analysis activities.</li><li>• Applies insight and experience from past and related projects to solution development.</li><li>• Designs and develops surveys, conducts interviews, collects data, designs stakeholder meetings and frames problems for analysis and decision making.</li><li>• Supports development of stakeholder analysis, and communications and training materials.</li></ul>	
<b>Minimum Education Level</b>	<b>Bachelor's Degree</b>
<b>Required/Supplemental Certifications</b>	<b>None</b>
<b>Minimum Experience Requirements</b>	<b>3 years</b>
<b>Substitution Methodology</b>	<b>None</b>





### **Consultant**

- Participates as a team member, providing in-depth knowledge and expertise in strategy, organizational transformation, process design and/or improvement, program management and change management.
- Plans and manages projects such as business problem analysis, business process design and/ or reengineering, organization strategy and design, communication planning and training.
- Works with government personnel to assure high quality project outcomes are delivered on time and to achieve project objectives.
- Provides expertise to the project in the areas of delivering process and productivity improvement solutions, facilitation of large and small groups, and developing briefings and reports on policy.
- Supports business and strategic plan development, risk analysis, performance measurement and best practice analysis.

<b>Minimum Education Level</b>	<b>Bachelor's Degree</b>
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<b>Required/Supplemental Certifications</b>	<b>None</b>
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<b>Minimum Experience Requirements</b>	<b>5 years</b>
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<b>Substitution Methodology</b>	<b>3 years with Master's Degree</b>
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### **Managing Consultant**

- Fills a leadership role on the team, providing in-depth, knowledge, expertise, and direction in strategy, organizational transformation, process improvement, program management and change management.
- Directs activities to plan, manage and implement projects. Provides expertise to the project in the areas of delivering process and productivity improvement solutions, facilitation of large and small groups, developing business and strategic plans, and developing briefings and reports on policy.
- Works with government personnel to assure high quality project outcomes are delivered on time and to achieve project objectives.
- Leads business and strategic plan development, risk analysis, performance measurement and best practice analysis.

<b>Minimum Education Level</b>	<b>Bachelor's Degree</b>
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<b>Required/Supplemental Certifications</b>	<b>None</b>
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<b>Minimum Experience Requirements</b>	<b>7 years</b>
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<b>Substitution Methodology</b>	<b>5 years with Master's Degree</b>
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### **Engagement Manager**

- Leads project team and manages scope, budget, schedule, and performance. Responsible for work standards, reviewing work discrepancies, supervising personnel, and communication policies, purposes and goals of the organization to the project team.
- Achieves key project outcomes by using deep knowledge and expertise to lead the development of strategic plans and business cases, organizational transformation projects, process improvement initiatives, and change management activities.
- Facilitates working sessions and meetings with senior government managers and officials, prepares briefings and reports on policy and works closely with government counterparts to ensure project objectives are achieved.
- Works with government personnel to assure high quality work is delivered on time and contractual obligations are met.

<b>Minimum Education Level</b>	<b>Bachelor's Degree</b>
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<b>Required/Supplemental Certifications</b>	<b>None</b>
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<b>Minimum Experience Requirements</b>	<b>9 years</b>
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<b>Substitution Methodology</b>	<b>7 years with Master's Degree</b>
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### **Executive Advisor**

- Leads and provides direction for consulting projects.
- Interacts with government managers and senior executives.
- Provides high-level direction and independent quality reviews of program performance and deliverables to ensure that contractual obligations are being met.
- Demonstrates expertise in the areas of strategy, business process improvement, and organizational transformation.
- Provides thought leadership to engagement teams and government meetings, and facilitates development of creative solutions to client business problems.

<b>Minimum Education Level</b>	<b>Bachelor's Degree</b>
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<b>Required/Supplemental Certifications</b>	<b>None</b>
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<b>Minimum Experience Requirements</b>	<b>12 years</b>
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<b>Substitution Methodology</b>	<b>10 years with Master's Degree</b>
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# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

### **Schedule for - Mission Oriented Business Integrated Services (MOBIS)**

**Federal Supply Group:** 874 **Class:** R499

**Contract Number:** GS10F040AA

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at** <http://www.gsa.gov/schedules-ordering>

**Contract Period:** November 9, 2012 – November 8, 2017

**Contractor:** Jump Associates, LLC  
101 South Ellsworth Avenue, Suite 600  
San Mateo, CA 94401 3957

**Business Size:** Small Business

**Telephone:** (650) 373-7200

**Extension:**

**FAX Number:** (650) 373-7201

**Web Site:** [www.jumpassociates.com](http://www.jumpassociates.com)

**E-mail:** [udaya@jumpassociates.com](mailto:udaya@jumpassociates.com)

**Contract Administration:** Udaya Patnaik

## **CUSTOMER INFORMATION:**

### **1a.**

<b>SIN number</b>	<b>offered SIN name</b>
874-1 (874 IRC)	Integrated Consulting Service

Jump Associates is a strategy consulting firm focused on growth and innovation. We help companies create new businesses and reinvent existing ones. We help non-profit organizations and foundations increase their impact. We help governmental agencies redefine themselves.

### **1b. Lowest price model number/lowest unit price**

Jump Associates is offering the following teams to its customers under SIN 874-1. These teams are described briefly below. All Jump Associates teams receive ongoing support and guidance from other senior leaders, subject matter experts, and research and administrative staff at Jump. The table that follows indicates the government price for each of the teams.

## **(CUSTOMER INFORMATION: Continued)**

The Consulting Services Team 1 comprises a Relationship Lead, a Project Lead, a Content Lead and two Strategists, all except for the Relationship Lead are devoted exclusively to one project. The Relationship Lead supports and guides the team and typically divide his or her time between two projects at any one time.

The Consulting Services Team 2 comprises a Relationship Lead and a Strategist. The strategist is devoted exclusively to one project while the Relationship Lead will typically divide his or her time between two to three projects at any one time.

The Consulting Services Team 3 comprises a Relationship Lead, a Project or a Content Lead and two Strategists, all except for the Relationship Lead are devoted exclusively to one project. The Relationship Lead supports and guides the team and typically divide his or her time between two projects at any one time.

Consulting Services Team Description	GSA Weekly Price
Team 1: RL + PL + CL + 2 Strategists	\$48,488.66
Team 2: RL + 1 Strategist	\$12,122.17
Team 3: RL + PL/CL + 2 Strategists	\$36,366.50

- 1c. **Hourly rates:** Not applicable
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro- purchase threshold:** will not accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Not applicable
- 11c. **Overnight and 2-day delivery:** Not applicable
- 11d. **Urgent Requirements:** Not applicable



## **(CUSTOMER INFORMATION: Continued)**

12. F.O.B Points: Destination

13a. Ordering Address:

Jump Associates, LCL  
101 S. Ellsworth Avenue Suite 600  
San Mateo, CA 94401  
Attention: Udaya Patnaik  
Telephone: 650-373-7200  
Fax: 650-373-7201  
Email: Udaya@jumpassociates.com  
Website: www.jumpassociates.com

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. Payment information:

*By wire transfer payment*

Jump Associates, LLC  
Bank of the West  
195 E Fourth Avenue  
San Mateo CA 94401  
Swift #: BWSTUS66  
Routing #: 121100782

*By check*

Jump Associates, LLC  
101 S. Ellsworth Avenue Suite 600  
San Mateo, CA 94401  
Federal tax ID#: 94-3303975

15. Warranty provision: Contractor's standard commercial warranty.

16. Export Packing Charges (if applicable): Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro- purchase level): Not applicable

18. Terms and conditions of rental, maintenance, and repair (if applicable): Not applicable

19. Terms and conditions of installation (if applicable): Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not applicable

20a. Terms and conditions for any other services (if applicable): Not applicable

21. List of service and distribution points (if applicable): Not applicable

22. List of participating dealers (if applicable): Not applicable

23. Preventive maintenance (if applicable): Not applicable

## **(CUSTOMER INFORMATION: Continued)**

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**

Not applicable

**24b. Section 508 compliance:** Not applicable

**25. Data Universal Numbering System (DUNS) number:** 04-1661849

**26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

## **(CUSTOMER INFORMATION: Continued)**

### **Final Pricing:**

<b>Service</b>	<b>GSA Awarded Rate</b>
<b>Consulting Services Team 1</b>	<b>\$48,488.66</b>
<b>Consulting Services Team 2</b>	<b>\$12,122.17</b>
<b>Consulting Services Team 3</b>	<b>\$36,366.50</b>

### **Team Descriptions:**

#### **CONSULTING SERVICES TEAM 1**

The team will be comprised of five members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads typically handle between one to two projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.

**(1) Project Lead:** dedicated leader for the length of the project. The Project lead collaborates with the Content lead in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Project Lead focuses more on working with the client. Has at least a Bachelor's degree with a minimum of 5 years.

**(1) Content Lead:** collaborates with the Project Lead in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Content Lead focuses more on the content of the project's deliverables. Has at least a Bachelor's degree with a minimum of 3 years of experience.

**(2) Strategists:** team members who work with the Project Lead and Content Lead on program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

#### **CONSULTING SERVICES TEAM 2**

The team will be comprised of two members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads in this case will typically handle between two to three projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.



## **(CUSTOMER INFORMATION: Continued)**

**(1) Strategist:** team member who works on auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

### **CONSULTING SERVICES TEAM 3**

The team will be comprised of four members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads in this case will typically handle between two to three projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.

**(1) Project Lead or (1) Content Lead:** dedicated leader for the length of the project. The Project lead or Content Lead collaborates with the Strategist in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Project Lead or Content Lead focuses more on working with the client. Has at least a Bachelor's degree with a minimum of 3 years.

**(2) Strategists:** team members who work with the Project Lead or Content Lead on program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



Outline of Team E3 Additions, Removals, and Adjustments  
Confer Session and Revised Quotes Update

***Revised Proposal in response to:***

General Services Administration

Category Management Support Services, Multiple-Award Blanket Purchase Agreement

RFQ ID04150049

March 11, 2016

***Submitted to:***

Susan Humann, Contracting Officer  
193 Beal Parkway SE  
Brandon Place, Rm Suite 210  
Fort Walton Beach, FL 32548  
[Susan.humann@gsa.gov](mailto:Susan.humann@gsa.gov)

Dustin Teal, Contract Specialist  
4890 University Square, Suite 3  
Huntsville, AL 35816  
[Dustin.teal@gsa.gov](mailto:Dustin.teal@gsa.gov)

***Submission Representatives:***

Carrie Kramer, Director of Civilian Accounts  
E3 Federal Solutions, LLC  
8281 Greensboro Drive #400  
McLean, VA 22102  
[ckramer@e3federal.com](mailto:ckramer@e3federal.com)  
(571) 551-2713 (voice)

Deirdre Pender, Director of Contracts  
E3 Federal Solutions, LLC  
8281 Greensboro Drive #400  
McLean, VA 22102  
[dpender@e3federal.com](mailto:dpender@e3federal.com)  
(571) 699-3051 (voice)

*This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of-or in connection with the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in all sheets of this volume.*

## **Cover Letter Additions, Removals, or Adjustments**

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Team E3 has added a Amyx, Inc. as a Team Member to the I contractor teaming arrangement (CTA). Accordingly, we have made the following additions to the cover letter volume:

- In the cover letter section, changes include the addition of the company biography of Amyx and updates to Figure 1: Total Category Management Solution Team to include the addition of Amyx.
- Sections B.2 and B.3 includes the addition of Amyx's DUNS number, cage code, GSA schedule name, GSA schedule number, and SINS.
- Section D includes the addition of Amyx's company information and an updated list of Examples Used for Factor 1 Demonstrated Capabilities Task Area to accurately reflect the latest reversion of our technical response.
- Section F includes Amyx's response to GSAM 552.203-72.
- Section G includes the acceptance of all information contained in the "Confer Session and Revised Quotes" document distributed to Offerors on March 1, 2016.
- Section H includes confirmation that Amyx's small business size status certification is correct in the GSA e-Library for the Professional Services Schedule (PSS).
- Appendix A includes the addition of Amyx's GSA PSS price list with the proposed GSA schedule labor category for the CMSS BPA labor category highlighted.
- Appendix B includes CTA Amendment 1 which formally adds Amyx to the CTA as Team Member.





Cover Letter Volume  
Confer Session and Revised Quotes Update

***Revised Proposal in response to:***

General Services Administration

Category Management Support Services, Multiple-Award Blanket Purchase Agreement

RFQ ID04150049

March 11, 2016

***Submitted to:***

Susan Humann, Contracting Officer  
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Brandon Place, Rm Suite 210  
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[dpender@e3federal.com](mailto:dpender@e3federal.com)  
(571) 699-3051 (voice)

*This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of-or in connection with the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in all sheets of this volume.*

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\*CTA Amendment 1 is fully representative of the original CTA arrangement between E3 Federal Solutions, LLC, Eagle Hill, LLC, and Jump & Associates, LLC as well as the addition of Amyx, Inc via the amendment.

March 11, 2016

Susan Humann, Contracting Officer  
Dustin Teal, Contract Specialist  
General Services Administration

Sent via email to: [Susan.humann@gsa.gov](mailto:Susan.humann@gsa.gov); [Dustin.teal@gsa.gov](mailto:Dustin.teal@gsa.gov)

**Re: E3 Federal Solutions' Revised Proposal Response to RFQ #ID04150049**

Dear Ms. Humann and Mr. Teal,

**E3 Federal Solutions, LLC (E3)**, an award-winning, Veteran-Owned Small Business (VOSB), offers the General Service Administration (GSA) a **Total Category Management Solution** by assembling an experienced and trusted group of small businesses to form a Contractor Team Arrangement (CTA) members and exclusive subcontractors covering all tasks and subtasks of the Statement of Work (SOW). Our team, referred to as Team E3 hereafter and described in more detail in Sections A-H is led by E3, a VOSB under the GSA Professional Services (PSS) Schedule, bringing over 10 years of program management, acquisition, and category management support across the Federal Government. Our experience ranges from strategic to operational support—helping agencies to optimize performance, minimize price, and increase the value of each dollar spent.

E3 has the demonstrated experience necessary to manage a CTA of this size and scope based on our CTA, Indefinite Delivery, Indefinite Quantity (IDIQ) contracts, and Blanket Purchase Agreements (BPAs) that we currently successfully manage today across the Federal Government. For example, E3 is a CTA lead on a Department of Defense-wide BPA, entitled Technical, Engineering, Analytical, and Management Support (TEAMS); our team consists of four small businesses and two large businesses. Additionally, E3 is a small business prime contractor on the Department of Homeland Security's Technical, Acquisition and Business Support Services (TABBS) IDIQ vehicle, leading a team of 14 companies, 10 of whom are small businesses.

To meet the critical challenges for Category Management Support Services (CMSS), E3 has carefully assembled a team that offers GSA a **Total Category Management Solution** bringing deep Federal and commercial category management expertise. Our small business CTA team members are **Eagle Hill Consulting (Eagle Hill)**, **Jump Associates, LLC (Jump)**, and **Amyx Inc (Amyx)**.

(b) (4)

(b) (4)





**Team E3**



Key

- Small Business CTA Team Member
- Exclusive Subcontractors

***Figure 1: Total Category Management Solution Team***

Team E3 has unique visibility and tactical experience with category management initiatives underway at GSA through our current support of the FAS organization. Members of the team are providing consulting services to the Information Technology Category (ITC) driven by the Office of Information Technology Services (ITS); Professional Services Category (PSC) driven by GSA's Region 10; change management support to implement category management Government-wide within FAS driven by the Office of Strategy Management; and hallway adoption support to the Common Acquisition Platform (CAP). Team E3 has over 100 personnel currently providing direct support across multiple GSA offices and Regions. The Team consistently engages with Government-wide stakeholders and has insight into what it takes to successfully adopt category management practices as evidenced in our Factor 1: Demonstrated Technical Capabilities and Experience volume.

Team E3 brings an unparalleled team to GSA with the following benefits:

- A small business BPA prime with proven experience managing large enterprise IDIQs and BPAs nationwide;
- Current category management subject matter experts (SMEs) with both strategic and operational experience at GSA from the IT and Professional Services Category support;
- Current communications, organizational design, and change management support for category management in support of GSA FAS;
- Understanding and application of best practices in category management across all anticipated categories from industry, the Federal Government, and international governments such as the United Kingdom (UK);
- Niche providers for strategic direction support and direct insight and experience from GSA FAS; and
- Customer adoption best practices and case studies experience.

Our fully compliant proposal for the GSA FAS CMSS BPA is attached. Our written proposal is comprised of three (3) volumes: this volume, the Cover Letter; Volume I: Demonstrated Technical Capabilities with Experience; and Volume II: Price.

Sincerely,



Everett S. Johnson  
CEO & Founder  
E3 Federal Solutions, LLC

## A. Names, Addresses, E-Mails and Phone Numbers of Quoter's Submission Representatives

For Technical Inquires:	For Pricing and Contractual Inquires:
Carrie Kramer, Director of Civilian Accounts E3 Federal Solutions, LLC 8281 Greensboro Drive #400 McLean, VA 22102 ckramer@e3federal.com (571) 551-2713 (voice)	Deirdre Pender, Director of Contracts E3 Federal Solutions, LLC 8281 Greensboro Drive #400 McLean, VA 22102 dpender@e3federal.com (571) 699-3051 (voice)

## B. List the System for Award Management (SAM) Business Names Of Vendors Involved With The Following:

### B.1 Type of Relationship: Prime Contractor, Total CTA, or CTA with Subcontractors

We have executed a contractor team arrangement (CTA) with three small businesses, and exclusive subcontracts with four additional firms, as shown in Section B.2.

### B.2 The DUNS numbers(s) and cage codes(s) of all members involved

#### CTA Members:

SAM Business Name	DUNS Number(s)	Cage Code(s)
E3 Federal Solutions, LLC	170945823	36KW0
Eagle Hill Consulting, LLC	137206202	3JZZ8
Jump Associates, LLC	041661849	6C470
Amyx, Inc	136794802	1QNC9

(b) (4)


### B.3 Applicable GSA Schedule Names, Numbers, and SINs for all CTA vendors involved

The table below provides GSA Schedule information for our CTA Members.

SAM Business Name	Schedule Names	Schedule Number	SINs
E3 Federal Solutions, LLC	Professional Services Schedule (PSS)	GS-00F-151CA	874-1, 874-4,
Eagle Hill Consulting, LLC	Professional Services Schedule (PSS)	GS-10F-0083V	C874-1, C874-7



Jump Associates, LLC	Professional Services Schedule (PSS)	GS-10F-040AA	C874-1
Amyx, Inc.	Mission Oriented Business Integrated Services (MOBIS)	GS-10F-0019N	874-1, 874-4, 874-5, 874-6, 874-7

**B.4 A copy of the Prime and CTA members' GSA Schedule Price List(s) highlighting the applicable Schedule labor categories being quotes for CMSS BPA Labor Categories**

Please see Appendix A.

**C. The Signed CTA for All CTA Members and the Buyer/Seller Agreements**

Please see Appendix B.

**D. Narrative Explaining How the Prime or CTA will maintain 50% of Task Order Requirements for Instances Where Subcontractors are Quoted**

Team E3 is led by E3 Federal Solutions (E3), a Veteran-Owned Small Business (VOSB) under the Professional Services Schedule (PSS). We are joined by three small business contractor team members, Eagle Hill Consulting, Jump Associates, and Amyx, to comprise our small business CTA team. All four CTA members have proven category management experience at GSA and a record of outstanding performance. In combination, our small business CTA members have over 60 personnel supporting GSA today under a collection of tasks orders. With proven management oversight, monthly reporting, and designated work streams for our CTA members and subcontractor teaming partners, GSA can be assured that E3 and our small business teaming partners will deliver at least 50% of the work under this BPA. Additionally, as task order solicitations are released, we will review the composition of Team E3 in each proposal response to ensure compliance with the small business goal. We have experience in managing contractual vehicles for this purpose.

(b) (4)  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]. E3's methodology has been developed and refined based on our history of successfully managing large contractor teams across the federal government using BPAs, CTAs, and IDIQs.

- **People:** (b) (4)  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

(b) (4)

[Redacted text block]

- **Process:** (b) (4)
- [Redacted text block]

- **Tools:** (b) (4)
- [Redacted text block]

(b) (4)

[Redacted text block]

Our approach using people, process, and tools enables GSA to secure a ***Total Category Management Solution*** that is capable of fulfilling every BPA requirement, while maintaining at least 50% workshare dedicated to small businesses. Our proven performance supporting category management efforts for GSA, other Federal agencies, international governments, and Fortune 100 companies enables us to help GSA to improve performance, drive innovation, and increase savings across the Federal space. We understand that the US Government is the single largest buyer in the world, with annual spend on goods and services being around \$450 billion, and our team has the right combination of drive and technical expertise to help harness this buying power and work with GSA to deliver solutions that will achieve desirable outcomes.

***Our CTA small business team has the capability to support the full scope of requirements identified in the SOW on our own***, however, we have included additional team members as exclusive subcontractors in order to provide GSA with the capacity, scale, and access to industry

experts. Team E3 was formed to offer GSA a ***Total Category Management Solution*** of proven small businesses coupled with large businesses capable of providing niche category management expertise at the task order (TO) level leveraging experience, methodologies, best practices, and lessons learned. (b) (4)

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]



[REDACTED]

[REDACTED]

The following table provides an overview of Team E3 and identifies the team member's experience that is cited in Volume 1: Demonstrated Experience and Technical Capabilities. Although the CTA small business team possesses demonstrated experience to address 100% of the CMSS BPA requirements, we have cited specific examples from our large business subcontractors to show the value they provided for their diverse set of clients to include Federal Express (FedEx) and the United Kingdom.



Company & Overview		Teaming Relationship	Examples Used for Factor 1 Demonstrated Capabilities Task Area
 <p>E3 FEDERAL SOLUTIONS</p> <p><b>E3 Federal Solutions, LLC (E3)</b> is a Veteran-Owned Small Business (VOSB) under the PSS, specializing in program management, acquisition, and category management services. E3 is a trusted partner to agencies throughout the Federal landscape, with 30+ current prime contracts at GSA, Department of Defense, Department of Homeland Security, Department of Commerce, and other agencies. E3 has provided acquisition and program management support across GSA FAS offices since 2008 to include the Federal Systems Integration and Management Center (FEDSIM); Travel, Motor Vehicle and Card Services (TMVCS); Office of Integrated Technology Services (ITS), and the Regions. Most recently, E3 began supporting Region 10's Professional Services Category Management project where we support category planning elements by developing performance tracking dashboards, conducting data analytics, and assisting with content management and strategic communications.</p>		BPA-CTA Team Lead	(b) (4)
 <p><b>EAGLE HILL</b> unconventional consulting</p> <p><b>Eagle Hill</b> is a Woman-Owned Small Business applying the best tools and methodologies of larger consultancies in a nimble environment. Eagle Hill clients currently include GSA FAS, as well as other federal clients. Their consultants bring energy, initiative, and imagination to solve clients' change management and communications problems across industries in ways that deliver value above expectations. Eagle Hill has a proven methodology and a vast toolset to successfully ready an organization for a change initiative. They take a holistic approach to each customer's new program or initiative and recognize the importance of not just providing a solution, but integrating it with your environment.</p>		CTA Member	(b) (4)

Company & Overview	Teaming Relationship	Examples Used for Factor 1 Demonstrated Capabilities Task Area
 <p><b>Jump Associates</b> is a minority-owned small business providing strategic strategy consulting to the public and government market place. In the public sector, they help agencies transform their services, organizations and technologies to best serve their missions and the people who rely on them. Their clients include GE, Target, P&amp;G, Nike, FedEx, NIH and GSA. Jump uses hybrid approach to strategy and have created new methods and intellectual property at the intersection of culture, design and business that allows them to see across silos, see around barriers and see new opportunities for their clients.</p>	CTA Member	(b) (4)
 <p>Amyx, Inc. specializes in program management, acquisition, and training. Amyx is ISO 9001:2008-certified, ISO27001:2013-certified, and CMMI®-DEV Level 3 Appraised. Their processes bring efficiencies, standardization, and reduced delivery risk to Federal Clients such as SEC, US Air Force and DLA. Training experience includes program management, engineering, and technical content management training.</p>	CTA Member	✓ N/A
(b) (4)	(b) (4)	(b) (4)

Company & Overview	Teaming Relationship	Examples Used for Factor 1 Demonstrated Capabilities Task Area
(b) (4)	(b) (4)	(b) (4)
(b) (4)	(b) (4)	(b) (4)
(b) (4)	(b) (4)	(b) (4)





Company & Overview	Teaming Relationship	Examples Used for Factor 1 Demonstrated Capabilities Task Area
(b) (4)		

### **E. Conflict(s) Of Interest and Mitigation Plan(s) if applicable**


No known organizational conflicts of interest exist and none are anticipated during the performance of this work for the entire Team E3.


### **F. Response to GSAM 552.203-72 from Prime and All CTA Members**

CTA Member	Response To GSAM 552.203-72
 <p>E3 FEDERAL SOLUTIONS</p>	<p>GSAM 552.203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law (DEVIATION) (JAN 2015)</p> <p>(a) In accordance with Sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Public Law 113-235, December 16, 2014), none of the funds made available by Division E of the Consolidated and Further Continuing Appropriations Act, 2015 or any other Act, may be used to enter into a contract action with any corporation that-</p> <p>(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government, or</p> <p>(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and has made a determination that this action is not necessary to protect the interests of the Government.</p> <p>(b) The Contractor represents that-</p> <p>(1) It is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and</p>

	<p>administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.</p> <p>(2) It is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.</p> <p style="text-align: right;">(End of Provision)</p>
 <b>EAGLE HILL</b> <i>unconventional consulting</i>	<p>GSAM 552.203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law (DEVIATION) (JAN 2015)</p> <p>(a) In accordance with Sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Public Law 113-235, December 16, 2014), none of the funds made available by Division E of the Consolidated and Further Continuing Appropriations Act, 2015 or any other Act, may be used to enter into a contract action with any corporation that-</p> <p>(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government, or</p> <p>(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and has made a determination that this action is not necessary to protect the interests of the Government.</p> <p>(b) The Contractor represents that-</p> <p>(1) It is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and</p>



	<p>administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.</p> <p>(2) It is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.</p> <p>(End of Provision)</p>
	<p>GSAM 552.203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law (DEVIATION) (JAN 2015)</p> <p>(a) In accordance with Sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Public Law 113-235, December 16, 2014), none of the funds made available by Division E of the Consolidated and Further Continuing Appropriations Act, 2015 or any other Act, may be used to enter into a contract action with any corporation that-</p> <p>(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government, or</p> <p>(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and has made a determination that this action is not necessary to protect the interests of the Government.</p> <p>(b) The Contractor represents that-</p> <p>(1) It is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and</p>

	<p>administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.</p> <p>(2) It is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.</p> <p>(End of Provision)</p>
	<p>GSAM 552.203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law (DEVIATION) (JAN 2015)</p> <p>(a) In accordance with Sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Public Law 113-235, December 16, 2014), none of the funds made available by Division E of the Consolidated and Further Continuing Appropriations Act, 2015 or any other Act, may be used to enter into a contract action with any corporation that-</p> <p>(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government, or</p> <p>(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and has made a determination that this action is not necessary to protect the interests of the Government.</p> <p>(b) The Contractor represents that-</p> <p>(1) It is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and</p>

	<p>administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.</p> <p>(2) It is [ ] is not [X] a corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.</p> <p>(End of Provision)</p>
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#### **G. Identification Quote and All Attachments Are Valid For 180 Days (Or More) After Quote Submission**

Our proposal, including our quote and all attachments, is valid for 180 days from date of submission. Team E3 accepts all of the terms and conditions contained in RFQ, Modifications 1, 2 and 3. No exceptions are taken or included in our proposal submission.

#### **H. Size-Status Certification**

E3 hereby confirms that the electronically-posted size statuses for itself, Eagle Hill Consulting, Jump Associates, and Amyx are current, accurate, and complete as of the date of the quote as represented in the GSA e-Library for the Professional Services Schedule.

## **Appendix A.**

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Please see the following pages for a copy of the CTA members' GSA Schedule Price Lists highlighting the applicable Schedule labor categories being quoted for CMSS BPA Labor Categories.





## E3 FEDERAL SOLUTIONS LLC

### PROFESSIONAL SERVICES SCHEDULE

520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-17	520-17RC	Risk Assessment and Mitigation Services
520-21	520-21RC	Program Management Services
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-7	871-7RC	Construction Management and Engineering Consulting Related to Real Property
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

#### **General Services Administration Federal Acquisition Service Authorized Federal Supply Schedule Price List**

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

#### **Federal Supply Group: 00CORP**

**Contract Number:** GS-00F-151CA  
**Contract Period:** May 28, 2015 – May 27, 2020  
**Contractor:** E3 Federal Solutions, LLC  
8281 Greensboro Drive, Suite 400  
McLean, VA 22102 5211

**Business Size:** Small, Veteran-Owned Business

**Telephone:** (571) 551-2710  
**Fax Number:** (800) 670-5245  
**Web Site:** [www.e3federal.com](http://www.e3federal.com)  
**E-mail:** [ejohnson@e3federal.com](mailto:ejohnson@e3federal.com)  
**Contract Admin:** Everett S. Johnson

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:

<http://www.GSAAdvantage.gov>.

## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s):**

SIN	Recovery	SIN Description
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-17	520-17RC	Risk Assessment and Mitigation Services
520-21	520-21RC	Program Management Services
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-7	871-7RC	Construction Management and Engineering Consulting Related to Real Property
874-1	874-1RC	Integrated Consulting Services
874-4	871-4RC	Training Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic and Overseas

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Price List (Page 5).

**7. Quantity discounts:** None Offered

**8. Prompt payment terms:** Net 30 days

- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
- 10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
- 14. **Payment address:** Same as company address
- 15. **Warranty provision.:** Contractor's standard commercial warranty.
- 16. **Export Packing Charges (if applicable):** N/A
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A

21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/): N/A
25. **Data Universal Numbering System (DUNS) number:** 170945823
26. **Notification regarding registration in System for Award Management (SAM) Database:** Registered
27. **Final Pricing:** The rates shown on the next page include the Industrial Funding Fee (IFF) of 0.75%.



### LABOR CATEGORY RATES FABS SINS - Customer Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Manager II	\$ 217.40	\$ 222.62	\$ 227.96	\$ 233.43	\$ 239.03
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Manager I	\$ 168.39	\$ 172.43	\$ 176.57	\$ 180.81	\$ 185.15
520-11, 520-12, 520-13, 520-17 & 520-21	Manager II	\$ 135.46	\$ 138.71	\$ 142.04	\$ 145.45	\$ 148.94
520-11, 520-12, 520-13, 520-17 & 520-21	Manager I	\$ 119.19	\$ 122.05	\$ 124.98	\$ 127.98	\$ 131.05
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Consultant II	\$ 108.36	\$ 110.96	\$ 113.62	\$ 116.35	\$ 119.14
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Consultant I	\$ 89.93	\$ 92.09	\$ 94.30	\$ 96.56	\$ 98.88
520-11, 520-12, 520-13, 520-17 & 520-21	Project Manager	\$ 106.43	\$ 108.98	\$ 111.60	\$ 114.28	\$ 117.02
520-11, 520-12, 520-13, 520-17 & 520-21	Analyst	\$ 84.79	\$ 86.83	\$ 88.91	\$ 91.04	\$ 93.23
520-11, 520-12, 520-13, 520-17 & 520-21	Junior Analyst	\$ 59.85	\$ 61.29	\$ 62.76	\$ 64.26	\$ 65.81

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

### LABOR CATEGORY RATES PES SINS - Contractor Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
871-2, 871-3 & 871-7	Program Manager - IV	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Program Manager - III	\$ 105.48	\$ 108.54	\$ 111.69	\$ 114.93	\$ 118.26
871-2, 871-3 & 871-7	Program Manager - II	\$ 102.19	\$ 105.15	\$ 108.20	\$ 111.34	\$ 114.57
871-2, 871-3 & 871-7	Program Manager - I	\$ 88.83	\$ 91.41	\$ 94.06	\$ 96.79	\$ 99.60
871-2, 871-3 & 871-7	Project Manager - V	\$ 126.98	\$ 130.66	\$ 134.45	\$ 138.35	\$ 142.36
871-2, 871-3 & 871-7	Project Manager - IV	\$ 112.86	\$ 116.13	\$ 119.50	\$ 122.97	\$ 126.54
871-2, 871-3 & 871-7	Project Manager - I	\$ 79.36	\$ 81.66	\$ 84.03	\$ 86.47	\$ 88.98
871-2, 871-3 & 871-7	Program Analyst - IV	\$ 91.57	\$ 94.23	\$ 96.96	\$ 99.77	\$ 102.66
871-2, 871-3 & 871-7	Program Analyst - III	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Program Analyst - II	\$ 71.22	\$ 73.29	\$ 75.42	\$ 77.61	\$ 79.86
871-2, 871-3 & 871-7	Engineering Technician - V	\$ 125.02	\$ 128.65	\$ 132.38	\$ 136.22	\$ 140.17
871-2, 871-3 & 871-7	Engineering Technician - IV	\$ 111.92	\$ 115.17	\$ 118.51	\$ 121.95	\$ 125.49
871-2, 871-3 & 871-7	Engineering Technician - III	\$ 87.91	\$ 90.46	\$ 93.08	\$ 95.78	\$ 98.56
871-2, 871-3 & 871-7	Engineering Technician - II	\$ 77.83	\$ 80.09	\$ 82.41	\$ 84.80	\$ 87.26
871-2, 871-3 & 871-7	Engineering Technician - I	\$ 66.13	\$ 68.05	\$ 70.02	\$ 72.05	\$ 74.14
871-2, 871-3 & 871-7	Subject Matter Expert - IV	\$ 154.45	\$ 158.93	\$ 163.54	\$ 168.28	\$ 173.16
871-2, 871-3 & 871-7	Subject Matter Expert - III	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Engineering Analyst - V	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Engineering Analyst - IV	\$ 121.89	\$ 125.42	\$ 129.06	\$ 132.80	\$ 136.65
871-2, 871-3 & 871-7	Engineering Analyst - III	\$ 92.64	\$ 95.33	\$ 98.09	\$ 100.93	\$ 103.86
871-2, 871-3 & 871-7	Engineering Analyst - II	\$ 86.48	\$ 88.99	\$ 91.57	\$ 94.23	\$ 96.96
871-2, 871-3 & 871-7	Engineering Analyst - I	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Functional Analyst - V	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Functional Analyst - IV	\$ 101.74	\$ 104.69	\$ 107.73	\$ 110.85	\$ 114.06
871-2, 871-3 & 871-7	Functional Analyst - III	\$ 96.25	\$ 99.04	\$ 101.91	\$ 104.87	\$ 107.91

871-2, 871-3 & 871-7	Functional Analyst - II	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Functional Analyst - I	\$ 61.05	\$ 62.82	\$ 64.64	\$ 66.51	\$ 68.44
871-2, 871-3 & 871-7	Consultant - V	\$ 143.14	\$ 147.29	\$ 151.56	\$ 155.96	\$ 160.48
871-2, 871-3 & 871-7	Consultant - IV	\$ 123.01	\$ 126.58	\$ 130.25	\$ 134.03	\$ 137.92
871-2, 871-3 & 871-7	Consultant - III	\$ 85.46	\$ 87.94	\$ 90.49	\$ 93.11	\$ 95.81
871-2, 871-3 & 871-7	Consultant - II	\$ 76.31	\$ 78.52	\$ 80.80	\$ 83.14	\$ 85.55
871-2, 871-3 & 871-7	Technical Writer/Editor - II	\$ 53.86	\$ 55.42	\$ 57.03	\$ 58.68	\$ 60.38

## LABOR CATEGORY RATES MOBIS SINS - Customer Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
874-1, 874-6 & 874-7	Acquisition Manager I	\$ 80.91	\$ 83.01	\$ 85.17	\$ 87.39	\$ 89.66
874-1, 874-6 & 874-7	Acquisition Manager II	\$ 91.19	\$ 93.56	\$ 95.99	\$ 98.49	\$ 101.05
874-1, 874-6 & 874-7	Acquisition Manager III	\$ 107.29	\$ 110.08	\$ 112.94	\$ 115.88	\$ 118.89
874-1, 874-6 & 874-7	Acquisition Manager IV	\$ 124.21	\$ 127.44	\$ 130.75	\$ 134.15	\$ 137.64
874-1, 874-6 & 874-7	Acquisition Manager V	\$ 142.51	\$ 146.22	\$ 150.02	\$ 153.92	\$ 157.92
874-1, 874-6 & 874-7	Analyst I	\$ 70.46	\$ 72.29	\$ 74.17	\$ 76.10	\$ 78.08
874-1, 874-6 & 874-7	Analyst II	\$ 80.91	\$ 83.01	\$ 85.17	\$ 87.39	\$ 89.66
874-1, 874-6 & 874-7	Analyst III	\$ 91.46	\$ 93.84	\$ 96.28	\$ 98.78	\$ 101.35
874-1, 874-6 & 874-7	Analyst IV	\$ 113.30	\$ 116.25	\$ 119.27	\$ 122.37	\$ 125.55
874-1, 874-6 & 874-7	Contract Specialist II	\$ 90.33	\$ 92.68	\$ 95.09	\$ 97.56	\$ 100.10
874-1, 874-6 & 874-7	Contract Specialist III	\$ 107.21	\$ 110.00	\$ 112.86	\$ 115.79	\$ 118.80
874-1, 874-6 & 874-7	Contract Specialist IV	\$ 123.23	\$ 126.43	\$ 129.72	\$ 133.09	\$ 136.55
874-1, 874-6 & 874-7	Contract Specialist V	\$ 139.75	\$ 143.38	\$ 147.11	\$ 150.94	\$ 154.86
874-1, 874-6 & 874-7	Program Manager I	\$ 70.35	\$ 72.18	\$ 74.06	\$ 75.98	\$ 77.96
874-1, 874-6 & 874-7	Program Manager II	\$ 77.91	\$ 79.94	\$ 82.01	\$ 84.15	\$ 86.33
874-1, 874-6 & 874-7	Program Manager III	\$ 104.96	\$ 107.69	\$ 110.49	\$ 113.36	\$ 116.31
874-1, 874-6 & 874-7	Program Manager V	\$ 138.66	\$ 142.27	\$ 145.96	\$ 149.76	\$ 153.65
874-1, 874-6 & 874-7	Principal Consultant I	\$ 171.27	\$ 175.72	\$ 180.29	\$ 184.98	\$ 189.79
874-1, 874-6 & 874-7	Subject Matter Expert I	\$ 105.29	\$ 108.03	\$ 110.84	\$ 113.72	\$ 116.67
874-1, 874-6 & 874-7	Subject Matter Expert II	\$ 124.85	\$ 128.10	\$ 131.43	\$ 134.84	\$ 138.35
874-1, 874-6 & 874-7	Subject Matter Expert III	\$ 141.89	\$ 145.58	\$ 149.36	\$ 153.25	\$ 157.23
874-4	Training Subject Matter Expert III	\$ 150.18	\$ 154.08	\$ 158.09	\$ 162.20	\$ 166.42
874-4	Training Subject Matter Expert II	\$ 129.69	\$ 133.06	\$ 136.52	\$ 140.07	\$ 143.71
874-4	Training Subject Matter Expert I	\$ 93.40	\$ 95.83	\$ 98.32	\$ 100.88	\$ 103.50



## LABOR CATEGORY RATES MOBIS SINS - Contractor Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
874-1, 874-6 & 874-7	Acquisition Manager I	\$ 94.26	\$ 96.71	\$ 99.23	\$ 101.81	\$ 104.45
874-1, 874-6 & 874-7	Acquisition Manager II	\$ 106.23	\$ 108.99	\$ 111.83	\$ 114.73	\$ 117.72
874-1, 874-6 & 874-7	Acquisition Manager III	\$ 124.99	\$ 128.24	\$ 131.57	\$ 134.99	\$ 138.50
874-1, 874-6 & 874-7	Acquisition Manager IV	\$ 144.70	\$ 148.46	\$ 152.32	\$ 156.28	\$ 160.35
874-1, 874-6 & 874-7	Acquisition Manager V	\$ 166.02	\$ 170.34	\$ 174.77	\$ 179.31	\$ 183.97
874-1, 874-6 & 874-7	Analyst I	\$ 82.08	\$ 84.21	\$ 86.40	\$ 88.65	\$ 90.96
874-1, 874-6 & 874-7	Analyst II	\$ 94.26	\$ 96.71	\$ 99.23	\$ 101.81	\$ 104.45
874-1, 874-6 & 874-7	Analyst III	\$ 106.54	\$ 109.31	\$ 112.15	\$ 115.07	\$ 118.06
874-1, 874-6 & 874-7	Analyst IV	\$ 131.99	\$ 135.42	\$ 138.94	\$ 142.56	\$ 146.26
874-1, 874-6 & 874-7	Contract Specialist II	\$ 105.24	\$ 107.98	\$ 110.78	\$ 113.66	\$ 116.62
874-1, 874-6 & 874-7	Contract Specialist III	\$ 124.89	\$ 128.14	\$ 131.47	\$ 134.89	\$ 138.39
874-1, 874-6 & 874-7	Contract Specialist IV	\$ 143.57	\$ 147.30	\$ 151.13	\$ 155.06	\$ 159.09
874-1, 874-6 & 874-7	Contract Specialist V	\$ 162.81	\$ 167.04	\$ 171.39	\$ 175.84	\$ 180.41
874-1, 874-6 & 874-7	Program Manager I	\$ 81.96	\$ 84.09	\$ 86.28	\$ 88.52	\$ 90.82
874-1, 874-6 & 874-7	Program Manager II	\$ 90.77	\$ 93.13	\$ 95.55	\$ 98.04	\$ 100.58
874-1, 874-6 & 874-7	Program Manager III	\$ 122.28	\$ 125.46	\$ 128.72	\$ 132.07	\$ 135.50
874-1, 874-6 & 874-7	Program Manager V	\$ 161.54	\$ 165.74	\$ 170.05	\$ 174.47	\$ 179.01
874-1, 874-6 & 874-7	Principal Consultant I	\$ 199.54	\$ 204.73	\$ 210.05	\$ 215.51	\$ 221.12
874-1, 874-6 & 874-7	Subject Matter Expert I	\$ 122.66	\$ 125.85	\$ 129.12	\$ 132.48	\$ 135.92
874-1, 874-6 & 874-7	Subject Matter Expert II	\$ 145.46	\$ 149.24	\$ 153.12	\$ 157.10	\$ 161.19
874-1, 874-6 & 874-7	Subject Matter Expert III	\$ 165.30	\$ 169.60	\$ 174.01	\$ 178.53	\$ 183.17

## LABOR CATEGORY DESCRIPTIONS

### SINs 520-11, 520-12, 520-13, 520- 17 & 520-21

#### 1. Senior Manager II

**Functional Responsibilities:** Provides high level management and overall responsibility for program activities, and is the primary point of contact for client executives. Manages business solutions, delegating resources and fostering quality across project and deliverables. Involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 10 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 2. Senior Manager I

**Functional Responsibilities:** Provides high level management and responsibility for program or project activities, and may serve as the primary point of contact for client executives. Manages business solutions, delegating resources and fostering quality across project and deliverables. Involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 8 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 3. Manager II

**Functional Responsibilities:** Provides management and direction for large teams with a focus on performance. Assumes responsibility for project issues and outlines work plans and deliverables. Actively manages and controls project resources, budget activities, and quality practices. Ensures consistent communication between client and project team. May be involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 7 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 4. Manager I

**Functional Responsibilities:** Provides management and direction for teams with a focus on performance. Assumes responsibility for project issues and guides work plans and deliverables. Actively manages and controls project resources, budget activities, and quality practices. Ensures consistent communication between client and project team. May be involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 5 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 5. Senior Consultant II

**Functional Responsibilities:** Provides senior-level analytic and project support. May lead tasks or portions of tasks, overseeing junior staff. Contributes to work plan development and may lead tasks, supervising others and managing to timelines and budget. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 4 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

#### 6. Senior Consultant I

**Functional Responsibilities:** Provides analytic and project support. May lead tasks or portions of tasks, overseeing junior staff. Contributes to work plan development and may lead tasks, supervising others and managing to timelines and budget. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 3 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## 7. Project Manager

**Functional Responsibilities:** Provides day-to-day management of contract activities, possibly including multiple projects and teams at multiple locations. Oversees service delivery and the production of all deliverables and is responsible for managing people, risk, and quality, in coordination with company leadership and infrastructure employees. May support program managers in their oversight of related projects.

**Minimum years of experience:** 8 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

## 8. Analyst

**Functional Responsibilities:** Applies analytic methodologies and principles to project. May lead tasks or portions of tasks, overseeing junior staff. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 5 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## 9. Junior Analyst

**Functional Responsibilities:** Applies analytic methodologies and principles to project. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 2 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None



## EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS SINs 871-2, 871-3 & 871-7

### 1. Program Manager – IV

**Functional Responsibilities:** Responsible for support in overall project organization and direction. Interfaces with designated client representatives to formulate requirements and supervise tasks. Requires knowledge of regulations, requirements, policies and procedures, cost and schedule estimating, systems disciplines, and engineering specifications. Demonstrated ability to provide guidance and direction for specific projects or sub-tasks. Increasing responsibility in design, implementation and management of engineering management services. Engineering, facilities management, construction management resource. Coordinates project-specific parties and reviews work products for completeness and adherence to customer requirements. Delivers presentations and assists in leading client meetings. Develops strategic business approaches. Formulates, communicates, and enforces quality work standards. Ensures projects are completed on time and within budget. Facilitates support to the team and assists in an advisory role to program teams regarding projects, tasks, and operations.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### 2. Program Manager - III

**Functional Responsibilities:** Supports and directs the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### 3. Program Manager - II

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### 4. Program Manager - I

**Functional Responsibilities:**

Supports the planning and management of single or multiple projects and retains overall

responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **5. Project Manager – V**

**Functional Responsibilities:** Functions in a senior level project manager capacity. Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules. Assigns team responsibilities and supervises efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government clients. Assists, coordinates with and supports the Program Manager. Stays informed of the day-to-day status of the program, projects, and staff. Provide direction and oversight throughout project lifecycle to project team to meet applicable business requirements. Engage appropriate stakeholders in risk identification and mitigation. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## **6. Project Manager – IV**

**Functional Responsibilities:** Functions in a senior to mid-level project manager capacity. Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules. Assigns team responsibilities and assist in supervising efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government clients. Assists, coordinates with and supports the Program Manager. Stays informed of the day-to-day status of the program, projects, and staff. Provide direction and oversight throughout project lifecycle to project team to meet applicable business requirements. Engages appropriate stakeholders in risk identification and mitigation. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **7. Project Manager – I**

**Functional Responsibilities:** Functions in a junior level project manager capacity. Supports day to day management and administration of project tasks. Assists to develop detailed work plans and schedules, monitor resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints, performs quality checks of all work products. Interacts continually with government clients. Stays informed of the project status. Works closely with seniors and team leads. Serves as an analytical engineering, facilities, and

construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

## **8. Program Analyst - IV**

**Functional Responsibilities:** Functions in a senior to mid-level program analyst capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Engineering, facilities management, construction management resource. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **9. Program Analyst - III**

**Functional Responsibilities:** Functions in a mid-level program analyst capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## **10. Program Analyst- II**

**Functional Responsibilities:** Functions in a mid to junior level program analyst capacity. Performs analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing,



and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

### 11. Engineering Technician - V

**Functional Responsibilities:** Functions in a senior level engineering technician capacity. Performs work orders and transmits work assignments and work instructions to those engaged in the operation and maintenance. Directs, participates in, and monitors progress towards completion of the fabrication, installation, modification, refurbishment, operation, or maintenance of various devices, equipment and systems. Coordinates activities of technical personnel. Acts as liaison between customer and contractor personnel. Provides status of work assignments, identifies problem areas and recommends appropriate solutions. Consults with engineering personnel to correct on-site problems, modify work plans or recommend alternative procedures. Assures technical feasibility of prescribed tasks and makes a final survey of responsibility. Performs independent on-site engineering and critical troubleshooting. Perform and manage significant engineering or technical projects. Possess a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### 12. Engineering Technician - IV

**Functional Responsibilities:** Functions in a senior to mid-level engineering technician capacity. Performs work orders and transmits work assignments and work instructions to those engaged in the operation and maintenance. Directs, participates in, and monitors progress towards completion of the fabrication, installation, modification, refurbishment, operation, or maintenance of various devices, equipment and systems. Coordinates activities of technical personnel. Acts as liaison between customer and contractor personnel. Provides status of work assignments, identifies problem areas and recommends appropriate solutions. Consults with engineering personnel to correct on-site problems, modify work plans or recommend alternative procedures. Assures technical feasibility of prescribed tasks and makes a final survey of responsibility. Performs independent on-site engineering and critical troubleshooting. Perform and manage significant engineering or technical projects. Possess a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### 13. Engineering Technician - III

**Functional Responsibilities:** Functions in a mid-level engineering technician capacity. Fabricates, installs, modifies, refurbishes, functionally checks, operates, monitors, and

maintains electronic devices and systems. Evaluates system performance. Repairs electrical, electronic or mechanical devices, equipment and systems to incorporate specified changes. Monitors test systems in support of operational launches and/or emergencies. Validates systems, devices, and equipment and provides direct technical support to customer engineering representatives. Analyzes measurement data for system readiness and acceptance. Prepares equipment operational procedures.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

#### **14. Engineering Technician - II**

**Functional Responsibilities:** Functions in a junior to mid-level engineering technician capacity. Supports the fabrication, installation, modification, and functional check-out of electro-mechanical devices and systems. Operates test equipment required to evaluate system performance. Performs both preventive and corrective maintenance tasks. Records data and obtains measurements for system readiness and acceptance testing. Maintains activity logs and documentation of all work performed. Validates systems, devices, and equipment and provides direct technical support to customer engineering representatives. Analyzes measurement data for system readiness and acceptance. Prepares equipment operational procedures.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

#### **15. Engineering Technician - I**

**Functional Responsibilities:** Functions in a junior level engineering technician capacity. Supports the fabrication, installation, modification, and functional check-out of electro-mechanical devices and systems. Operates test equipment required to evaluate system performance. Performs both preventive and corrective maintenance tasks. Records data and obtains measurements for system readiness and acceptance testing. Maintains activity logs and documentation of all work performed. Works closely with senior Technicians or Team Leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

#### **16. Subject Matter Expert - IV**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Capable of planning, directing and implementing initiatives. Analyzes project requirements and develops strategic solutions and tactical plans to meet agency's needs. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Capable of planning, directing and implementing initiatives. Provides

advanced specialized scientific, engineering and other functional support required to complete high technology projects. Provides enterprise-wide, advisory assistance in the planning, troubleshooting, integration, research, design, development, testing, modeling, simulation and training on the most complex work requirements. Serves as a senior to mid-level engineering and scientific professional subject matter expert.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### **17. Subject Matter Expert - III**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Capable of planning, directing and implementing initiatives. Provides advanced specialized scientific, engineering and other functional support required to complete high technology projects. Provides enterprise-wide, advisory assistance in the planning, troubleshooting, integration, research, design, development, testing, modeling, simulation and training on the most complex work requirements. Serves as a mid level engineering and scientific professional subject matter expert.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### **18. Engineering Analyst - V**

**Functional Responsibilities:** Functions in a senior level engineering analyst capacity. Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills. Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management. Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### **19. Engineering Analyst - IV**

**Functional Responsibilities:** Functions in a senior to mid-level engineering analyst capacity. Expert with extensive knowledge and experience developing and applying analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies.

Demonstrated managerial and supervisory skills. Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management. Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **20. Engineering Analyst - III**

**Functional Responsibilities:** Functions in a mid-level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs complex activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads or Project Manager.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## **21. Engineering Analyst - II**

**Functional Responsibilities:** Functions in a mid to junior level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads or Project Manager. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **22. Engineering Analyst - I**

**Functional Responsibilities:** Functions in a junior level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads, senior analysts or Project Manager. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years



### 23. Functional Analyst – V

**Functional Responsibilities:** Functions in a senior level functional analyst capacity. Responsible for the direction and oversight of engineering projects and applications requiring specialized knowledge and understanding of complex technical issues. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. May perform as a high-level subject matter expert in engineering systems and applied technology. Possesses technical expertise. Ensures programs continue on schedule and within budget.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### 24. Functional Analyst - IV

**Functional Responsibilities:** Functions in a senior to mid-level functional analyst capacity. Responsible for supporting the direction and oversight of engineering projects and applications requiring specialized knowledge and understanding of complex technical issues. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. May perform as a high-level subject matter expert in engineering systems and applied technology. Possesses technical expertise. Supports efforts to ensure programs continue on schedule and within budget.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### 25. Functional Analyst - III

**Functional Responsibilities:** Functions in a mid-level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### 26. Functional Analyst - II

**Functional Responsibilities:** Functions in a mid to junior level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for

integrated products. Supports in analysis of system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. Works closely with senior analysts and team leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **27. Functional Analyst - I**

**Functional Responsibilities:** Functions in a junior level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Supports in analysis of system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. Works closely with senior analysts and team leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

## **28. Consultant - V**

**Functional Responsibilities:** Functions in a senior level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical expert on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## **29. Consultant - IV**

**Functional Responsibilities:** Functions in a senior to mid-level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical expert on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### **30. Consultant – III**

**Functional Responsibilities:** Functions in a mid-level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical resource on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### **31. Consultant - II**

**Functional Responsibilities:** Functions in a mid to junior level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical resource on project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

### **32. Technical Writer/Editor – II**

**Functional Responsibilities:** Functions in a mid to junior level technical writing/editing capacity. Writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

<b>Degree</b>	<b>Experience</b>	<b>Other Equivalence</b>
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD



## LABOR CATEGORY DESCRIPTIONS 874-1, 874-6 & 874-7

### 1. Acquisition Manager – V

**Functional Responsibilities:** Functions in a senior-level acquisition management capacity. Provides expert advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

### 2. Acquisition Manager – IV

**Functional Responsibilities:** Functions in a mid to senior-level acquisition management capacity. Provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

### 3. Acquisition Manager – III

**Functional Responsibilities:** Functions in a mid-level acquisition management capacity. Under minimal guidance, provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible

for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **4. Acquisition Manager – II**

**Functional Responsibilities:** Functions in a junior to mid-level acquisition management capacity. Under guidance, provides advice and assistance to functional area technical experts on acquisition related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **5. Acquisition Manager – I**

**Functional Responsibilities:** Functions in a junior-level acquisition management capacity. Under direct guidance, provides advice and assistance to functional area technical experts on acquisition related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's Degree

## 6. Analyst – IV

**Functional Responsibilities:** Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

## 7. Analyst – III

**Functional Responsibilities:** Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

## 8. Analyst – II

**Functional Responsibilities:** Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

## 9. Analyst – I

**Functional Responsibilities:** Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's degree

#### **10. Contract Specialist – V**

**Functional Responsibilities:** Functions in a senior-level contract specialist capacity. Carries out pre-determined and recurring cradle to grave contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and exposure to cost reimbursement/cost sharing contracts and review of claims and equitable adjustments. Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities. Extensive knowledge of the FAR and/or DFAR.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **11. Contract Specialist – IV**

**Functional Responsibilities:** Functions in a mid to senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **12. Contract Specialist – III**

**Functional Responsibilities:** Functions in a mid to senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **13. Contract Specialist – II**

**Functional Responsibilities:** Functions in a junior to mid-level contract specialist capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the contracts profession. Assignments may include, but are not



limited to general cradle to grave contract administration. Limited support functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, negotiation and preparation of contract modifications, cost/price analysis, evaluation of performance, contract termination, and contract close-out. Exposure to FAR and/or DFAR.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **14. Program Manager – V**

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as the senior liaison to government and outside representatives and coordinates activities of support personnel.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **15. Program Manager – III**

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **16. Program Manager – II**

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **17. Program Manager – I**

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **18. Principal Consultant – I**

**Functional Responsibilities:** Provides expert advice to agency senior staff in a wide variety of department level activities and/or major programs. Delivers senior level management and oversight to agency leadership as needed. Analyzes project requirements and develops strategic solutions and tactical plans to meet agency's needs. Capable of planning, directing and implementing initiatives. Duties may include researching legislative and organizational matters, recommending alternatives and best practices, reviewing organizational effectiveness and recommending improvements, and developing communication strategies for both internal and external audiences. Generally, has served in major roles at high levels of industry and/or government and experienced in senior executive-level management and leadership.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **19. Subject Matter Expert – III**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **20. Subject Matter Expert – II**

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline and contributes to the implementation of strategy.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **21. Subject Matter Expert – I**

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives.

**Minimum years of experience: 2 years**

**Minimum education/degree requirements: Bachelor's Degree**

## EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS

### 874-4

#### 1. Training Subject Matter Expert - III

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides oversight for all aspects of training development lifecycle including consulting with the client senior management team, developing curriculum, formulating and implementing instructional design strategies and developing learning courses to include various delivery methods i.e. instructor led or web based training. Collects information from client representatives and uses this information to design training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Evaluates the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 6+ years

**Minimum education/degree requirements:** Bachelor's Degree

#### 2. Training Subject Matter Expert - II

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Facilitates in providing oversight for all aspects of training development lifecycle including consulting with the client senior management team, developing curriculum, formulating instructional design strategies and developing learning courses to include various delivery methods i.e. instructor led or web based training. Helps to collect information from client representatives and uses this information to design training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Evaluates the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 4+ years

**Minimum education/degree requirements:** Bachelor's Degree

#### 3. Training Subject Matter Expert - I

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports senior team members with training development , creating training curriculum, instructional design strategies and learning courses to include various delivery methods i.e. instructor led or web based training. Helps in gathering information from client representatives and uses this information to support the design of training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Helps senior members to assess the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 2+ Degree



**Minimum education/degree requirements:** Bachelor's degree

## **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

<b>Degree</b>	<b>Experience</b>	<b>Other Equivalence</b>
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD



U.S. General Services Administration

Eagle Hill Consulting, LLC



**GENERAL SERVICES ADMINISTRATION**  
Federal Supply Service



**Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! a menu-driven database system. The internet address for GSA Advantage! is: [GSAAAdvantage.gov](http://GSAAAdvantage.gov).

**Schedule Title:**

**The Professional Services Schedule**

Federal Supply Group: 00CORP

**Contract No.: GS-10F-0083V**

**Contract Period: February 18, 2014 through February 17, 2019**

**Business Size: Economically Disadvantaged Woman-owned Small Business,  
8(a) Certified**

**Eagle Hill Consulting, LLC**

**241 18<sup>th</sup> Street South, Suite 615  
Arlington, VA 22202**

**Contact: Melissa Jezior, President & CEO**

**Phone: (703) 229-8600**

**Fax (703) 229-5622**

**[mjezior@eaglehillconsulting.com](mailto:mjezior@eaglehillconsulting.com)**

**[www.eaglehillconsulting.com](http://www.eaglehillconsulting.com)**

**Prices Shown Herein are Net (Discount Deducted)**

*For more information on ordering from Federal Supply Schedules go to the internet address:*

*<http://www.gsa.gov/schedules>.*



## CUSTOMER INFORMATION

**1a. Awarded Special Item Number(s):** SINs 874-1 and 874-1RC, Integrated Consulting Services. SINs 874-7 & 874-7RC Integrated Business Program Support Services.

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:**  
Associate Consultant, \$110.83 per hour.

**2. Maximum Order:** \$1,000,000.

**3. Minimum Order:** \$100.

**4. Geographic Coverage (Delivery Area):**  
Domestic.

**5. Point(s) of production (city, county, and State or foreign country):** Arlington, VA.

**6. Discount from list prices or statement of net price:** Prices shown herein are GSA net prices.

**7. Quantity discounts:** None.

**8. Prompt payment terms:** None.

**9a. Government purchase cards are accepted up to the micro-purchase threshold:** Yes.

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes

**10. Foreign items (list items by country of origin):**  
N/A

**11a. Time of Delivery:** As negotiated with ordering office.

**11b. Expedited Delivery:** Contact Contractor for expedited delivery.

**11c. Overnight and 2-day delivery:** Contact the Contractor for rates for overnight and 2-day delivery.

**11d. Urgent Requirements:** Contact the Contractor to effect a faster delivery.

**12. F.O.B. Point(s):** Destination.

**13a. Ordering address:** Company's Arlington, VA address (see front page).

**13b. Ordering procedures:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([gsa.gov/schedules](http://gsa.gov/schedules)).

**14. Payment address:** Same as company's address (see front page).

**15. Warranty provision:** N/A.

**16. Export packing charges, if applicable:** N/A.

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor.

**18. Terms and conditions of rental:** N/A.

**19. Terms and conditions of installation:** N/A.

**20. Terms and conditions of repair parts:** N/A.

**20a. Terms and conditions for any other services:**  
N/A.

**21. List of service and distribution points:** N/A.

**22. List of participating dealers:** N/A.

**23. Preventive maintenance:** N/A.

**24a. Special attributes:** N/A.

**24b. Section 508:** N/A.

**25. Data Universal Number System (DUNS) number:**  
137206202.

**26. Notification regarding registration in the System for Award Management (SAM) database.** Registered

**27. Uncompensated Overtime:** Not Used.



U.S. General Services Administration

Eagle Hill Consulting, LLC



## **ABOUT EAGLE HILL CONSULTING, LLC.**

Eagle Hill Consulting provides management consulting services in the areas of business strategy, organizational transformation, human capital transformation, process improvement, program management, and change management. Eagle Hill works with a range of public, private, and non-profit organizations in the Washington, D.C. metropolitan area. Eagle Hill has been recognized by the Washington Business Journal and Washingtonian Magazine as a great place to work. More information at [www.eaglehillconsulting.com](http://www.eaglehillconsulting.com)





## **GSA FEDERAL SUPPLY SCHEDULE PRICE LIST**

### **SIN 874-1 and 874-1RC, Integrated Consulting Services and SIN 874-7 and 874-7RC Integrated Business Program Support Services**

<b>Labor Category Titles</b>	<b>GSA Hourly Rate incl. IFF*</b>
Associate Consultant	\$110.83
Consultant	\$146.09
<b>Managing Consultant</b>	<b>\$164.22</b>
<b>Engagement Manager</b>	<b>\$181.35</b>
<b>Executive Advisor</b>	<b>\$231.73</b>

\* Yearly economic price adjustment escalation for each labor category rate commencing on February 18, 2014 and on that date every subsequent year is determined according to the US Department of Labor Bureau of Statistics Employment Cost Index (ECI), Table 5, Professional, Technical, and Scientific Services.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 00CORP: Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



## DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS

<b>Associate Consultant</b>	
<ul style="list-style-type: none"> <li>• Applies strong analytical and technical skills to deliver key project activities including, business process documentation, organizational design activities, change management and business analysis activities.</li> <li>• Applies insight and experience from past and related projects to solution development.</li> <li>• Designs and develops surveys, conducts interviews, collects data, designs stakeholder meetings and frames problems for analysis and decision making.</li> <li>• Supports development of stakeholder analysis, and communications and training materials.</li> </ul>	
Minimum Education Level	Bachelor's Degree
Required/Supplemental Certifications	None
Minimum Experience Requirements	3 years
Substitution Methodology	None

<b>Consultant</b>	
<ul style="list-style-type: none"> <li>• Participates as a team member, providing in-depth knowledge and expertise in strategy, organizational transformation, process design and/or improvement, program management and change management.</li> <li>• Plans and manages projects such as business problem analysis, business process design and/or reengineering, organization strategy and design, communication planning and training.</li> <li>• Works with government personnel to assure high quality project outcomes are delivered on time and to achieve project objectives.</li> <li>• Provides expertise to the project in the areas of delivering process and productivity improvement solutions, facilitation of large and small groups, and developing briefings and reports on policy.</li> <li>• Supports business and strategic plan development, risk analysis, performance measurement and best practice analysis.</li> </ul>	
Minimum Education Level	Bachelor's Degree
Required/Supplemental Certifications	None
Minimum Experience Requirements	5 years
Substitution Methodology	3 years with Master's Degree

**Managing Consultant**

- Fills a leadership role on the team, providing in-depth, knowledge, expertise, and direction in strategy, organizational transformation, process improvement, program management and change management.
- Directs activities to plan, manage and implement projects. Provides expertise to the project in the areas of delivering process and productivity improvement solutions, facilitation of large and small groups, developing business and strategic plans, and developing briefings and reports on policy.
- Works with government personnel to assure high quality project outcomes are delivered on time and to achieve project objectives.
- Leads business and strategic plan development, risk analysis, performance measurement and best practice analysis.

Minimum Education Level	Bachelor's Degree
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Required/Supplemental Certifications	None
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Minimum Experience Requirements	7 years
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Substitution Methodology	5 years with Master's Degree
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**Engagement Manager**

- Leads project team and manages scope, budget, schedule, and performance. Responsible for work standards, reviewing work discrepancies, supervising personnel, and communication policies, purposes and goals of the organization to the project team.
- Achieves key project outcomes by using deep knowledge and expertise to lead the development of strategic plans and business cases, organizational transformation projects, process improvement initiatives, and change management activities.
- Facilitates working sessions and meetings with senior government managers and officials, prepares briefings and reports on policy and works closely with government counterparts to ensure project objectives are achieved.
- Works with government personnel to assure high quality work is delivered on time and contractual obligations are met.

Minimum Education Level	Bachelor's Degree
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Required/Supplemental Certifications	None
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Minimum Experience Requirements	9 years
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Substitution Methodology	7 years with Master's Degree
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### Executive Advisor

- Leads and provides direction for consulting projects.
- Interacts with government managers and senior executives.
- Provides high-level direction and independent quality reviews of program performance and deliverables to ensure that contractual obligations are being met.
- Demonstrates expertise in the areas of strategy, business process improvement, and organizational transformation.
- Provides thought leadership to engagement teams and government meetings, and facilitates development of creative solutions to client business problems.

Minimum Education Level Bachelor's Degree

Required/Supplemental Certifications None

Minimum Experience Requirements 12 years

Substitution Methodology 10 years with Master's Degree



# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

### **Schedule for - Mission Oriented Business Integrated Services (MOBIS)**

**Federal Supply Group:** 874 **Class:** R499

**Contract Number:** GS10F040AA

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at** <http://www.gsa.gov/schedules-ordering>

**Contract Period:** November 9, 2012 – November 8, 2017

**Contractor:** Jump Associates, LLC  
101 South Ellsworth Avenue, Suite 600  
San Mateo, CA 94401 3957

**Business Size:** Small Business

**Telephone:** (650) 373-7200

**Extension:**

**FAX Number:** (650) 373-7201

**Web Site:** [www.jumpassociates.com](http://www.jumpassociates.com)

**E-mail:** [udaya@jumpassociates.com](mailto:udaya@jumpassociates.com)

**Contract Administration:** Udaya Patnaik

## **CUSTOMER INFORMATION:**

### **1a.**

<b>SIN number</b>	<b>offered SIN name</b>
874-1 (874 1RC)	Integrated Consulting Service

Jump Associates is a strategy consulting firm focused on growth and innovation. We help companies create new businesses and reinvent existing ones. We help non-profit organizations and foundations increase their impact. We help governmental agencies redefine themselves.

### **1b. Lowest price model number/lowest unit price**

Jump Associates is offering the following teams to its customers under SIN 874-1. These teams are described briefly below. All Jump Associates teams receive ongoing support and guidance from other senior leaders, subject matter experts, and research and administrative staff at Jump. The table that follows indicates the government price for each of the teams.

## **(CUSTOMER INFORMATION: Continued)**

The Consulting Services Team 1 comprises a Relationship Lead, a Project Lead, a Content Lead and two Strategists, all except for the Relationship Lead are devoted exclusively to one project. The Relationship Lead supports and guides the team and typically divide his or her time between two projects at any one time.

The Consulting Services Team 2 comprises a Relationship Lead and a Strategist. The strategist is devoted exclusively to one project while the Relationship Lead will typically divide his or her time between two to three projects at any one time.

The Consulting Services Team 3 comprises a Relationship Lead, a Project or a Content Lead and two Strategists, all except for the Relationship Lead are devoted exclusively to one project. The Relationship Lead supports and guides the team and typically divide his or her time between two projects at any one time.

Consulting Services Team Description	GSA Weekly Price
Team 1: RL + PL + CL + 2 Strategists	\$48,488.66
Team 2: RL + 1 Strategist	\$12,122.17
Team 3: RL + PL/CL + 2 Strategists	\$36,366.50

- 1c. **Hourly rates:** Not applicable
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro- purchase threshold:** will not accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Not applicable
- 11c. **Overnight and 2-day delivery:** Not applicable
- 11d. **Urgent Requirements:** Not applicable

## **(CUSTOMER INFORMATION: Continued)**

**12. F.O.B Points:** Destination

**13a. Ordering Address:**

Jump Associates, LCL  
101 S. Ellsworth Avenue Suite 600  
San Mateo, CA 94401  
Attention: Udaya Patnaik  
Telephone: 650-373-7200  
Fax: 650-373-7201  
Email: Udaya@jumpassociates.com  
Website: www.jumpassociates.com

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment information:**

*By wire transfer payment*  
Jump Associates, LLC  
Bank of the West  
195 E Fourth Avenue  
San Mateo CA 94401  
Swift #: BWSTUS66  
Routing #: 121100782

*By check*  
Jump Associates, LLC  
101 S. Ellsworth Avenue Suite 600  
San Mateo, CA 94401  
Federal tax ID#: 94-3303975

**15. Warranty provision:** Contractor's standard commercial warranty.

**16. Export Packing Charges (if applicable):** Not applicable

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro- purchase level):** Not applicable

**18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable

**19. Terms and conditions of installation (if applicable):** Not applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable

**20a. Terms and conditions for any other services (if applicable):** Not applicable

**21. List of service and distribution points (if applicable):** Not applicable

**22. List of participating dealers (if applicable):** Not applicable

**23. Preventive maintenance (if applicable):** Not applicable

## **(CUSTOMER INFORMATION: Continued)**

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**

Not applicable

**24b. Section 508 compliance:** Not applicable

**25. Data Universal Numbering System (DUNS) number:** 04-1661849

**26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

## **(CUSTOMER INFORMATION: Continued)**

### **Final Pricing:**

<b>Service</b>	<b>GSA Awarded Rate</b>
<b>Consulting Services Team 1</b>	\$48,488.66
<b>Consulting Services Team 2</b>	\$12,122.17
<b>Consulting Services Team 3</b>	\$36,366.50

### **Team Descriptions:**

#### **CONSULTING SERVICES TEAM 1**

The team will be comprised of five members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads typically handle between one to two projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.

**(1) Project Lead:** dedicated leader for the length of the project. The Project lead collaborates with the Content lead in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Project Lead focuses more on working with the client. Has at least a Bachelor's degree with a minimum of 5 years.

**(1) Content Lead:** collaborates with the Project Lead in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Content Lead focuses more on the content of the project's deliverables. Has at least a Bachelor's degree with a minimum of 3 years of experience.

**(2) Strategists:** team members who work with the Project Lead and Content Lead on program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

#### **CONSULTING SERVICES TEAM 2**

The team will be comprised of two members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads in this case will typically handle between two to three projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.



## **(CUSTOMER INFORMATION: Continued)**

**(1) Strategist:** team member who works on auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

### **CONSULTING SERVICES TEAM 3**

The team will be comprised of four members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads in this case will typically handle between two to three projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.

**(1) Project Lead or (1) Content Lead:** dedicated leader for the length of the project. The Project lead or Content Lead collaborates with the Strategist in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Project Lead or Content Lead focuses more on working with the client. Has at least a Bachelor's degree with a minimum of 3 years.

**(2) Strategists:** team members who work with the Project Lead or Content Lead on program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

**AUTHORIZED FEDERAL SUPPLY SERVICE  
MISSION ORIENTED BUSINESS INTEGRATED SERVICES SCHEDULE PRICELIST**

General Services Administration Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 87 - Class: 874

Special Item Number 874-1 – Integrated Consulting Services

Special Item Number 874-4 – Training Services

Special Item Number 874-5 – Ancillary Supplies and/or Services

Special Item Number 874-6 – Acquisition Management Support

Special Item Number 874-7 – Integrated Business Program Support Services

**Amyx, Inc.**

12355 Sunrise Valley Drive

Reston, Virginia 20191

Telephone: 703-373-1436

Fax: 571-612-4365

Web site address: [www.amyx.com](http://www.amyx.com)

DUNS Number: 136794802; Cage Code: 1QNC9

Amyx GSA MOBIS Contract Number: **GS-10F-0019N**

Period Covered by Contract: October 2, 2012 through October 1, 2017

**General Services Administration  
Federal Supply Service**

Pricelist current through A222.

Ordering information in this Authorized FSS Schedule Pricelist

Also on the GSA Advantage! System.

Agencies can browse GSA Advantage! By accessing the Federal Supply Service's Home Page  
via the Internet at <http://www.fss.gsa.gov/>

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## **SPECIAL NOTICE TO AGENCIES:**

### **SMALL BUSINESS PARTICIPATION**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelist of Schedule Contractors or consider reasonably available information by using GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, disadvantaged, and women-owned small businesses among those considered when selecting pricelist for best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy the requirement.

#### **1. GEOGRAPHIC SCOPE OF CONTRACT**

The geographic scope of this contract will be domestic and overseas delivery.

#### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

Contractor's Ordering/Payment address:

Amyx, Inc.  
12355 Sunrise Valley Drive  
Reston, Virginia 20191  
Telephone: 703-373-1984  
Fax: 571-612-4365  
Attn: Contracts Department

##### **Credit Card Orders**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold.

Technical Ordering Assistance: the following telephone number can be used by ordering activity centers to obtain technical and/or ordering assistance: (703) 373-1436.

#### **3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.



#### **4. CONTRACTOR DATA**

- a. Data Universal Numbering System (DUNS) Number: 136794802
- b. Contractor's Taxpayer Identification Number (TIN): 54-1979772
- c. CAGE Code: 1QNC9
- d. Contractor is registered with the Central Contractor Registration Database and ORCA
- e. Point of contact: Kristopher McKinley, 703-373-1436, [kmckinley@amyx.com](mailto:kmckinley@amyx.com)

#### **5. FOB**

Destination.

#### **6. DELIVERY AND SCHEDULE**

- a. The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
To be identified with ordering activity	As mutually agreed upon per order.

- b. Urgent Requirements. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery.

#### **7. DISCOUNTS**

Prices shown are NET Prices

- |  |      |
|--|------|
| a. Quantity                            | None |
| b. Dollar Value                        | None |
| c. Government Educational Institutions | None |
| d. Other                               | None |
| e. Prompt payment                      | None |

#### **8. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is \$100.00

#### **9. MAXIMUM ORDER**

The maximum dollar value for the following Special Item Numbers (SINs) is \$1,000,000:

Note: This is not a restriction on the contract value.

#### **10. FEDERAL SUPPLY SERVICE SCHEDULE CONTRACTS**

In accordance with FAR 8.404 and 8.405: Ordering activities shall use the ordering procedures from the above referenced FAR provision when placing an order.

#### **11. SECURITY REQUIREMENTS**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual

agency policy; however, the burden of administering the security requirements shall be with the ordering agency.

**12. CONTRACT ADMINISTRATION**

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

**14. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser. The Internet address is <http://www.fss.gsa.gov/>.

**15. PURCHASE OR INCIDENTAL/NON-SCHEDULE ITEMS**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

**16. CONTRACTOR WARRANTY AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- i. Time of delivery/installation quotations for individual orders;
- ii. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities submitted in response to requirements which result in orders under this schedule contract.

b. The above is not intended to include items not currently covered by the GSA Schedule contract.

**17. OVERSEAS ORDERS**

The terms and conditions of this contract shall apply to all orders.

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**18. BLANKET PURCHASE AGREEMENT (BPAS)**

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

**19. CONTRACTOR TEAM AGREEMENT**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74; Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **SECTION 2:**

### **TERMS AND CONDITIONS APPLICABLE TO PROFESSIONAL SERVICES**

#### **1. SCOPE**

The prices, terms and conditions stated under the Special Item Numbers (SINs) Services listed below apply exclusively to the MOBIS Schedule. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

#### **2. PERFORMANCE INCENTIVES**

a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

#### **3. ORDER**

a. Agencies may use orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Delivery of services shall be made within the contract terms and conditions shall continue in effect until the completion of the order.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

#### **4. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

e. The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must

inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

**5. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

**6. RESPONSIBILITIES OF THE GOVERNMENT**

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite services.

**7. INDEPENDENT CONTRACTOR**

All services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering office.

**8. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion outlined in each order. Invoices shall be submitted monthly for recurring services performed during the preceding month.



**10. PAYMENTS**

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**11. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **SECTION 3:**

## **LABOR CATEGORIES AND LABOR RATES**

Amyx, Inc. GSA Labor Category Descriptions

For each of the categories listed, 8 years of specialized experience plus a high school diploma or equivalent are considered equivalent to a bachelor s degree. Eight years of specialized experience plus a bachelor s degree are considered equivalent to a master s degree. Fifteen years of specialized experience plus a master s degree are considered equivalent to a Ph.D.

### **1. Administrative Support**

Administrative Support I - V

Experience: Provides administrative type support to technical and management personnel. To include, project administration, documentation planning, program management support, meeting and event planning and administration, mail services, records administration, and data input. Copying, fax, and other day-to-day administrative functions as assigned.

Qualifications

Administrative Support I High School diploma

Administrative Support II High school diploma and 3 years of specialized experience

Administrative Support III High school diploma and 5 years of specialized experience

Administrative Support IV Bachelor s degree and 3 years of specialized experience

Administrative Support V Bachelor s degree and 5 years of specialized experience

### **2. Business Specialist**

Business Specialist I - V

Experience: Provides business and finance related type support to technical and management personnel. To include, project administration, control, project planning, Project scheduling, program management support, and cost estimating.

Qualifications:

Business Specialist I Bachelors degree and 4 years of specialized experience

Business Specialist II Bachelors degree and 6 years of specialized experience

Business Specialist III Bachelors degree and 8 years of specialized experience

Business Specialist IV Bachelors degree and 10 years of specialized experience

Business Specialist V Bachelors degree and 12 years of specialized experience

### **3. Program/Project Manager**

Project/Program Manager I - IV

Experience: Leading teams or projects to include integration of various information technology projects using proven program management techniques and skill sets, such as: measuring performance against

cost, schedule and quality; sizing tasks and provides work breakdown structures to the government. Acts as senior level focal point for projects within the program; this includes consultation on staffing, financial, performance and delivery issues. Possess significant planning and management experience over multiple projects.

Qualifications:

Project/Program Manager I Bachelors degree and 6 years of specialized experience

Project/Program Manager II Bachelors degree and 8 years of specialized experience

Project/Program Manager III Bachelors degree and 10 years of specialized experience

Project/Program Manager IV Masters degree and 15 years of specialized experience

#### **4. Management Consultant**

Management Consultant I - III

Experience: Expertise in managing and controlling projects including budgets and resources using automated project management tools; demonstrated capability in managing multiple task contracts and/or subcontracts. Provides overall functional or technical lead direction to functional or technical staff. Sizes work effort, defines deliverables and work projects. Participates in technical execution of work.

Qualifications:

Management Consultant I Bachelors degree and 6 years of specialized experience

Management Consultant II Bachelors degree and 10 years of specialized experience

Management Consultant III Bachelors degree and 15 years of specialized experience

#### **5. Business Analyst**

Business Analyst I - V

Experience: Experience in a variety of business disciplines such as: procurement, human resources, finance, logistics, medical, enterprise resource planning, electronic commerce and electronic data interchange, security, and requirements determination. Applies functional experience to business or technology problems. Qualified to lead a staff of analysts and/or engineers if required.

Qualifications:

Business Analyst I Bachelors degree and 4 years of specialized experience

Business Analyst II Bachelors degree and 6 years of specialized experience

Business Analyst III Bachelors degree and 8 years of specialized experience

Business Analyst IV Masters degree and 10 years of specialized experience

Business Analyst V Masters degree and 12 years of specialized experience

#### **6. Sr. Executive**

Sr. Executive I -II

Experience: Acts independently on the most specialized areas of the program or project. Leads and participates in major system implementations. Applies knowledge of leading edge organizational and behavioral management techniques. Possess specialized and/or highly sought after skills and/or council.

Specializes in the areas of: Human Resources Planning and Analysis, Organization Development, Strategic Planning, Operational and Tactical planning and Analysis. Able to analyze organizations using proven methods and techniques, prepare surveys, interview management level personnel and report out on findings.

Qualifications:

- Sr. Executive I Bachelors degree and 10 years of specialized experience
- Sr. Executive II Bachelors degree and 14 years of specialized experience
- Sr. Executive III Bachelors degree and 18 years of specialized experience
- Sr. Executive IV Masters degree and 20 years of specialized experience
- Sr. Executive V Masters degree and 25 years of specialized experience

## **7. Trainer/Facilitator**

### **Trainer/Facilitator I - IV**

Experience: Applies knowledge of leading edge organizational and behavioral management techniques. Specializes in the areas of: Human Resources Planning and Analysis, Organization Development, Strategic Planning and Analysis, Team Building, SWOT, MacMillan Matrix and other similar methods and tools. Able to analyze organizations using proven methods and techniques, prepare surveys, interview management level personnel and report out on findings. Evaluates organizational behavior and recommends improvements in human resource management. Designs training programs, seminars and forums and conducts teambuilding sessions to assist organizations run more effectively.

Qualifications:

- Trainer/Facilitator I Bachelors degree and 12 years of specialized experience
- Trainer/Facilitator II Bachelors degree and 15 years of specialized experience
- Trainer/Facilitator III Bachelors degree and 18 years of specialized experience
- Trainer/Facilitator IV Masters degree and 20 years of specialized experience

## **8. Training Coordinator**

### **Training Coordinator I - V**

Experience: Provides administrative type support to training and management personnel. To include, project administration, documentation planning, program management support, meeting and event planning and administration, mail services, records administration, and data input. Copying, fax, and other day-to-day administrative functions as assigned.

Qualifications:

- Training Coordinator I Bachelors degree and 5 year of specialized experience
- Training Coordinator II Bachelors degree and 8 years of specialized experience
- Training Coordinator III Bachelors degree and 10 years of specialized experience
- Training Coordinator IV Bachelors degree and 12 years of specialized experience
- Training Coordinator V Bachelors degree and 15 years of specialized experience

## **9. Sr. Financial Systems Accountant**

### **Sr. Financial Systems Accountant I - V**

Experience: Serves as technical expert for government financial information management. Assists in the development of logical and physical systems design. Reviews and prepares systems documents and specifications. Provides technical interpretation of financial policy and concepts underlying Federal accounting and reporting regulations and procedural requirements. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings. Thorough knowledge of the principles of project management and professional accounting; broad technical knowledge of Federal accounting, budgeting, reporting, and financial management principles, practices, and requirements.

#### **Qualifications:**

Sr. Financial Systems Accountant I Bachelors degree and 6 years of specialized experience

Sr. Financial Systems Accountant II Bachelors degree and 8 years of specialized experience

Sr. Financial Systems Accountant III Bachelors degree and 10 years of specialized experience

Sr. Financial Systems Accountant IV Bachelors degree and 15 years of specialized experience

Sr. Financial Systems Accountant V Masters degree and 10 years of specialized experience, experience shall include Certified Defense Financial Manager or civilian equivalent, including advanced degree in financial disciplines.

## **10. Information Engineer**

### **Information Engineer I - II**

Experience: Demonstrated experience working with third/fourth generation languages in the design and implementation of systems and using database management systems. Analyzes and studies complex system requirements. Design software tools and subsystems to support software reuse and domain analysis and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

#### **Qualifications:**

Information Engineer I Bachelors degree 10 years of specialized experience

Information Engineer II Bachelors degree 15 years of specialized experience, and must possess experience in automated tool repositories for enterprise architectures, including operational views, system views, data views, as well as services.



<b>Amyx Labor Rate List</b>					
<b>Contract No.: GS-10F-0019N - GSA MOBIS Schedule</b>					
<b>Labor Category</b>	<b>Operating Period Year:</b>				
	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
	<b>Operating Yr.11</b>	<b>Operating Yr. 12</b>	<b>Operating Yr. 13</b>	<b>Operating Yr.14</b>	<b>Operating Yr. 15</b>
Administrative Support I	\$55.40	\$56.62	\$57.87	\$59.14	\$60.44
Administrative Support II	\$58.19	\$59.47	\$60.78	\$62.12	\$63.49
Administrative Support III	\$61.08	\$62.43	\$63.80	\$65.21	\$66.64
Administrative Support IV	\$66.59	\$68.06	\$69.56	\$71.09	\$72.65
Administrative Support V	\$72.58	\$74.18	\$75.81	\$77.48	\$79.18
Business Specialist I	\$79.90	\$81.66	\$83.45	\$85.29	\$87.17
Business Specialist II	\$83.90	\$85.74	\$87.63	\$89.56	\$91.53
Business Specialist III	\$88.11	\$90.04	\$92.03	\$94.05	\$96.12
Business Specialist IV	\$110.92	\$113.36	\$115.85	\$118.40	\$121.01
Business Specialist V	\$132.11	\$135.02	\$137.99	\$141.03	\$144.13
Program Project Manager I	\$156.10	\$159.53	\$163.04	\$166.63	\$170.30
Program Project Manager II	\$187.52	\$191.64	\$195.86	\$200.17	\$204.57
Program Project Manager III	\$215.13	\$219.86	\$224.70	\$229.64	\$234.70
Program Project Manager IV	\$240.95	\$246.25	\$251.66	\$257.20	\$262.86
Management Consultant I	\$212.07	\$216.73	\$221.50	\$226.37	\$231.35
Management Consultant II	\$231.15	\$236.23	\$241.43	\$246.74	\$252.17
Management Consultant III	\$251.94	\$257.49	\$263.15	\$268.94	\$274.86
Business Analyst I	\$139.22	\$142.28	\$145.41	\$148.61	\$151.88
Business Analyst II	\$146.53	\$149.76	\$153.05	\$156.42	\$159.86
Business Analyst III	\$154.26	\$157.65	\$161.12	\$164.67	\$168.29
Business Analyst IV	\$161.97	\$165.53	\$169.17	\$172.89	\$176.70
Business Analyst V	\$170.06	\$173.80	\$177.63	\$181.53	\$185.53
Sr. Executive I	\$319.62	\$326.65	\$333.84	\$341.18	\$348.69
Sr. Executive II	\$387.60	\$396.13	\$404.85	\$413.75	\$422.86
<b>Trainer/ Facilitator I</b>	<b>\$212.07</b>	<b>\$216.73</b>	<b>\$221.50</b>	<b>\$226.37</b>	<b>\$231.35</b>
Trainer/ Facilitator II	\$239.72	\$244.99	\$250.38	\$255.89	\$261.52
Trainer/ Facilitator III	\$319.62	\$326.65	\$333.84	\$341.18	\$348.69
Trainer/ Facilitator IV	\$351.58	\$359.31	\$367.22	\$375.30	\$383.56
Training Coordinator I	\$72.58	\$74.18	\$75.81	\$77.48	\$79.18
Training Coordinator II	\$76.21	\$77.89	\$79.60	\$81.35	\$83.14
Training Coordinator III	\$80.02	\$81.78	\$83.58	\$85.42	\$87.30
Training Coordinator IV	\$84.02	\$85.87	\$87.76	\$89.69	\$91.66
Training Coordinator V	\$88.24	\$90.18	\$92.16	\$94.19	\$96.26
Financial System Accountant I	\$88.26	\$90.20	\$92.19	\$94.21	\$96.29
Financial System Accountant II	\$114.49	\$117.01	\$119.59	\$122.22	\$124.91

Labor Category	Operating Period Year:				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
	Operating Yr.11	Operating Yr. 12	Operating Yr. 13	Operating Yr.14	Operating Yr. 15
Financial System Accountant V	\$160.88	\$164.42	\$168.04	\$171.74	\$175.52
Information Engineer I	\$154.26	\$157.65	\$161.12	\$164.67	\$168.29
Information Engineer II	\$184.62	\$188.69	\$192.84	\$197.08	\$201.42

## **Appendix B.**

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Please see the following pages for the Signed CTA for all Team Members and the Buyer/Seller Agreements.

**Contractor Team Arrangement (CTA)**  
**In support of**  
**General Services Administration (GSA) Category Management Support Services**  
**Blanket Purchase Agreement (BPA)**  
**Solicitation No. ID04150049**  
**CTA No. GSA-CTA-0001**

**Amendment 1**

The purpose of this Amendment is to add Amyx, Inc. as a Team Member to the General Services Administration (GSA) Category Management Support Services CTA No. GSA-CTA-0001 throughout this agreement, to remove E3 Federal Solutions' original GSA Schedule Professional Services Schedule Price List included in this agreement and replace it with the attached GSA Schedule Professional Services Schedule Price List and to update Article 5, Incorporation of the Contract, by removing the "C" before Special Item Number (SIN) 874-1 and to delete SIN 874-4 for E3, and to remove the reference to the "Consolidated Schedule" and replace it with the "Professional Services Schedule," and to add each subcontractors' complete legal name under Article 14, Subcontracting and Assignment.

**IN WITNESS WHEREOF**, the parties hereto have caused to be signed by their duly authorized representatives, as of March 7, 2016.

**E3 FEDERAL SOLUTIONS, LLC**

By: (b) (6)

Name: (b) (6)

Title: Director of Contracts

**EAGLE HILL CONSULTING, LLC**

By: (b) (6)

Name: (b) (6)

Title: CEO

**JUMP ASSOCIATES**

BY: (b) (6)

NAME: (b) (6)

TITLE: DIRECTOR

**AMYX, INC.**

BY: (b) (6)

NAME: (b) (6)

TITLE: V.P.

**Contractor Team Arrangement (CTA)**  
**In support of**  
**General Services Administration (GSA) Category Management Support Services**  
**Blanket Purchase Agreement (BPA)**  
**Solicitation No. ID04150049**  
**CTA No. GSA-CTA-0001**

**THIS GSA CONTRACTOR TEAM ARRANGEMENT** ("Agreement"), dated as of December 18, 2015, is entered into between E3 Federal Solutions, LLC; a Limited Liability Company ("E3," "Team Lead," or "Team Leader") located at 8281 Greensboro Dr., Suite 400, McLean, VA 22102, Eagle Hill Consulting, LLC ("Eagle Hill or "Team Member") located at 241 18<sup>th</sup> Street South, Suite 615, Arlington, VA 22202, Jump Associates ("Jump" or team Member") located at 101 S. Ellsworth Avenue, Suite 600, San Mateo, CA 94401, and Amyx, Inc. ("Amyx" or "Team Member") located at 12355 Sunrise Valley Dr., Suite 520, Reston, VA 20191. Team Lead and Team Members may be collectively referred to as the Party or Parties.

**WHEREAS**, the Team Lead and Team Members (including Affiliates) have individually entered into GSA Schedule Contracts,

**WHEREAS**, Team Lead and Team Members intend to enter into a Blanket Purchase Agreement (BPA) as a GSA Contractor Team with General Services Administration ("GSA" or "Client"), anticipated to be awarded January 15, 2016 or within a reasonable time (90 days) thereafter, under E3's GSA Consolidated Schedule Contract No. GS-00-F-151CA, Eagle Hill's GSA Consolidated Schedule Contract No. GS-10F-0083V, Jump's GSA Consolidated Schedule No. GS-10F-040AA, and Amyx's GSA Consolidated Schedule No. GS-10F-0091N.

**WHEREAS**, the Team Lead and the Team Members desire to enter into a GSA Contractor Team Arrangement pursuant to the Federal Acquisition Regulations Part 9.6. Under the Agreement, and should a subsequent BPA be awarded by the Government, Team Lead will utilize the services of the Team Members pursuant to the applicable Team Members' GSA Schedule Contracts. Team Members will individually furnish its services in connection with the GSA Solicitation requirements pursuant to a Task Order issued by the Team Lead under the BPA.

**NOW THEREFORE**, in consideration of the foregoing premises, and the mutual covenants and agreements contained herein, the Parties agree as follows:

**1. THE FOREGOING RECITALS ARE INCORPORATED INTO THIS AGREEMENT**

**2. PURPOSE OF AGREEMENT.** This Agreement sets forth the roles and responsibilities of the Parties with respect to their participation in the GSA Contractor Team Arrangement and in providing the services under the GSA Solicitation ID04150049. The parties agree that E3 shall be the Team Leader and that Eagle Hill, Jump Associates, and



(b) (4)



4. **TERM.** The term of this Agreement shall begin on the date hereof and shall continue until the earlier of 1) the expiration or termination of the GSA BPA and all Task Orders issued thereunder, or 2) termination pursuant to Paragraph 10, Termination, herein. The duration of the resulting GSA BPA awarded in response to Solicitation ID04150049 is intended to be five years from the date of issuance. If the Team Lead does not receive an award from GSA in response to Solicitation ID04150049, this CTA will terminate.

Throughout the term of this Agreement, the parties do hereby agree to work together in a collaborative manner.

5. (b) (4)

Team Member	Schedule 00CORP/Consolidated Schedule
E3	GS-00F-151CA 874-1
Eagle Hill	*GS-00F-0083V 874-1
Jump Associates	*GS-10F-040AA 874-1
Amyx, Inc.	*GS-10F-0019N 874-4

\*Eagle Hill, Jump Associates, and Amyx, Inc. each have a Professional Services Schedule despite their price lists reflecting the MOBIS name.

6. **CONTRACT TYPE.** Task orders may be issued on either a fixed price or time and materials/labor hour basis. There are no minimum or maximum order requirements.

7. **INVOICING.** The Task Order Team Lead for each awarded Task Order is responsible for all invoicing and for receiving payments on behalf of itself and all Team Members for each awarded Task Order, unless GSA pays each Team Member directly. The Task Order Team Lead will make payment to Team Members upon receipt of a proper and approved invoice and within 30 days upon receipt of payment by the government. Any dispute involving the distribution of payment between the Team Lead and Team Members will be resolved by the team without any involvement by the Government. However, in the event the Government delays payment, withholds payment, or pays for less than the full amount of the combined invoice, clarification may be required from the Government as to which line items have been paid or the reason for failure to pay. Additionally, in the event the Government delays payment, withholds payment, or pays for less than the full amount of the

combined invoice, payment to Team Members shall also be affected for that portion of any of the above-identified payment issues provided any such payment issues are directly related to Team Members' portion of the work.

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9. **MEMBERS' WARRANTIES.** The Team Lead and Team Members warranty its services and deliverables in accordance with the warranty contained in each Party's GSA Schedule Contract.

10. **TERMINATION.** This Agreement shall remain in force until either the completion of all work under the BPA or until a party notifies the others of its intent to terminate by giving 30 days' notice.

Team Leader and/or Team Members may also be terminated from this Agreement in the event either of the following conditions occur: 1) A Party unexpectedly loses its Small Business size status under its GSA Schedules and becomes a Large Business or 2) A Party loses its GSA Schedules during performance of the BPA issued in accordance with GSA Solicitation # ID04150049. See provision 17, **REPLACEMENT OF TEAM MEMBER**, in this instance or 3) a Party is no longer deemed presently responsible, as determined by Federal Acquisition Regulation Subpart 9.104-1, Responsible Prospective Contractors, General Standards.

11. **INDEMNIFICATION.** The Team Members and Team Lead hereby agree to indemnify, defend and hold harmless the other, and any director, officer, or employee thereof (each of the foregoing being hereinafter referred to individually as an "Indemnified Party") from and against any and all claims, liabilities, losses, expenses (including reasonable attorney's fees and legal expenses related to such defense), damages (collectively

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interest cannot be properly mitigated, either Party may terminate this agreement with seven (7) days written notice.

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**15. CHANGES.** Contractual direction including any changes, alterations or modifications to this CTA or a Task Order must be made in writing by the party's designated contractual authority for the specific Task Order. In addition, technical information may originate from the knowledgeable technical representative, but must be transmitted in writing via the designated Team Lead contract representative.

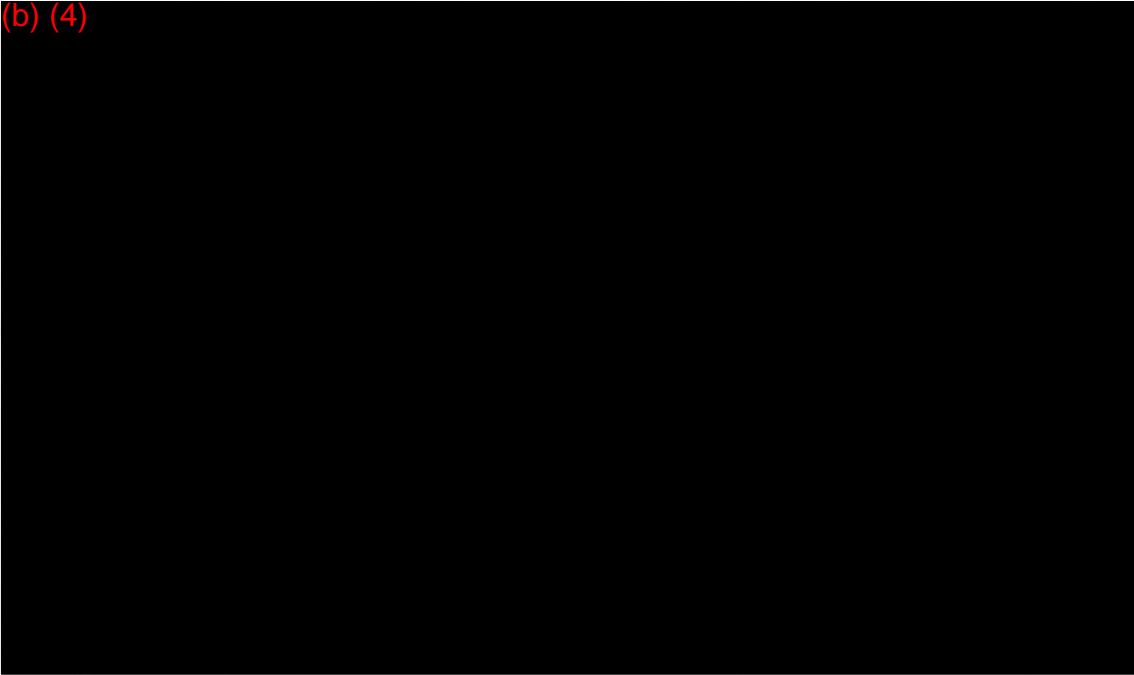
**16. TEAM DISPUTE RESOLUTION UNDER THE AGREEMENT.** In the event of a question, claim or dispute between the Parties such question, claim or dispute shall be settled by mutual agreement between the Parties. If an agreement is not reached within a reasonable time, Team Members hereby irrevocably consent to exclusive and personal jurisdiction in the Courts of the Commonwealth of Virginia, and either Party may pursue any right or remedy available at law and/or equity in the Commonwealth. Each Party hereby waives its right to a jury trial. Pending completion of contract or final disposition of a dispute pursuant to this paragraph, the Team Members shall, at all times, proceed diligently with the performance of any Task Order(s) and this Agreement. Each Party shall bear its own costs of dispute resolution, to include attorney's fees.

**17. REPLACEMENT OF TEAM MEMBER.** In the event of termination of a Team Member in accordance with provision 10, the team will assess whether the addition of a new Team Member is required. If the team determines another Team Member is required, the team will obtain the prior approval of the Government.

**18. PUBLICITY.** No news releases, public announcements, advertisements, or publicity may be released by the Team Lead or any Team Member identifying any other Team Member in connection with the awarded Contract without the prior written approval of the Team Lead,



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Administrative and Contractual POC	
E3 Federal Solutions LLC	Eagle Hill
(b) (6)	
Jump Associates	Amyx, Inc.
(b) (6)	

In regard to technical matters relating to this CTA, the parties hereby appoint the below-listed representatives:

Technical POC	
E3 Federal Solutions LLC	Eagle Hill
(b) (6)	

Technical POC	
Jump Associates	Amyx, Inc.
(b) (6)	

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The primary government points of contract at GSA for Solicitation ID04150049 are:

GSA POCs	
Contractual POC	Technical POC
Susan Humann General Services Administration Contracting Officer 193 Beal Parkway SE Brandon Place, Rm Suite 210 Fort Walton Beach, FL 32548 Phone : 228-304-2818 Email : <a href="mailto:susan.humann@gsa.gov">susan.humann@gsa.gov</a>	Dustin Teal General Services Administration Contract Specialist 4890 University Square, Suite 3 Huntsville, AL 35816 Phone: 256-698-6316 Email: <a href="mailto:dustin.teal@gsa.gov">dustin.teal@gsa.gov</a>

**21. CLOSE-OUTS.** Close-outs will be performed in accordance with FAR 4.804, Closeout of Contract Files. A Task Order is considered to be physically completed when the Team Members have performed and completed all the required supplies, services and/or deliveries per the terms of this Agreement and the Task Order and has been accepted by the Government.

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**24. NON-SOLICITATION OF EMPLOYEES.** During the term of this Agreement and for a period of one (1) year after its termination, neither the Team Lead nor Team Members shall solicit for hire as an employee, or otherwise any of the other Party's personnel who are performing or who have performed Services directly related to this Agreement or the BPA

without such other Party's express written consent. However, either Party shall have the right to hire any individual employed by the other who, without direct solicitation of the other Party, responds to employment advertising in the newspapers, trade publications or other public commercial media or any unsolicited walk-in candidates not related to the Agreement. Notwithstanding the foregoing, this provision shall only bind the performing organization e.g. business unit of the Parties who is performing the work related to this Agreement.

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**26. INTEGRATION.** This Agreement constitutes the entire terms and conditions of the CTA Agreement of the parties hereto and supersedes all prior agreements, proposals, discussions, and communications, whether oral or in writing as it relates to the GSA Category Management opportunity. This Agreement may be modified only in writing and shall be enforceable in accordance with its terms when signed by each of the parties hereto.

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**29. EXHIBITS, ATTACHMENTS, AND APPENDICES.**

Exhibit A – Team Members Scope of Work

Appendix 1 – GSA Schedule Price Lists for Team Leader and Team Members



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**Exhibit A**  
**Scope of Work**  
**For**  
**CTA Team Members**  
**GSA Category Management Solicitation No. ID04150049**

This Exhibit A contains the description of the scope of work for the Team Members' agreed upon work for this opportunity. If the scope of work materially changes during the proposal phase, then the Team Lead shall provide such changes to the Team Members as soon as practical in writing, as an Addendum to this agreement.

**1.0 Description of Work**

The Team Member shall provide a full range of Category Management support services to GSA and its customers under Team Members' GSA Schedule Contracts. Below is the list of anticipated SOW areas for the Category Management BPA. Additional specific SOW requirements will be identified at the Task Order level.

- Project Management Support
- Program Management Support (BPA Level)
- Spend Analysis
- Agency Analysis
- Market Analysis
- Risk Analysis
- Category Strategy Development
- Total Cost Management
- Demand Management
- Supplier Management
- Strategic Sourcing
- Content Development/Management
- Hallway Adoption Support
- Technical Writing
- Benchmarking
- Performance Tracking
- Data Management and Analytical Support
- Category Expertise Support
- Supplemental Change Management Support
- Supplemental Communications Support
- Strategic Direction and Vision
- Training
- Spend Under Management
- Support Spend Analysis
- Category Management Expertise Support
- Support Ad Hoc Analyses
- Overarching Change Management Support
- Overarching Communications Strategy and Support



## PMO Benchmarking

### 2.0 Work Location

Various work locations as determined by BPA Task Order Requests.

### 3.0 Scope:

GSA has a need to acquire various Category Management support services as set forth in this Agreement with the Team Members. The Team Leader may furnish, to include but not limited to, the following types of support services issued under the following GSA schedules:

- GSA Consolidated Schedule which may also be referred to as the GSA Professional Services Schedule.

The Team Members may furnish services in accordance with its applicable GSA Schedule Contract.

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**Appendix 1**  
**Team Leader and Team Member GSA Schedule Price Lists**



January 7, 2016

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[Redacted]  
[Redacted]  
[Redacted]

Reference: GSA Category Management Support Services Multiple Award BPA  
Request for Quote No. ID04150049

Subject: Letter Subcontract

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E3 FEDERAL SOLUTIONS  
LLC

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[Redacted]  
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**Attachments:**  
Attachment A, Scope of Work  
Attachment B, Representations and Certifications

(b) (4)  
[Redacted]

E3 Federal Solutions, LLC

(b) (6)  
[Redacted]

By \_\_\_\_\_

By \_\_\_\_\_ Director of Contracts

(b) (6)  
\_\_\_\_\_  
(Typed Name)

(b) (6)  
\_\_\_\_\_  
(Typed Name)

Principal \_\_\_\_\_  
(Title)

Director of Contract \_\_\_\_\_  
(Title)

(b) (6)  
[Redacted]

Date January 7, 2016 \_\_\_\_\_

Date \_\_\_\_\_

cc: (b) (6) (b) (4)  
(b) (6) (b) (4)





## Attachment A

### Scope of Work

This Attachment A contains the description of the scope of work for the Subcontractor's agreed upon work for this contract.

#### General Scope of Work

The purpose of this BPA is to assist FAS with support, knowledge, and expertise to increase their maturity in category management and to support the implementation of category management across the federal government. The support provided within this BPA shall be managed and completed in a way that enables contractor knowledge to be transferred to government staff as necessary. Examples of knowledge sharing includes, but is not limited to, development and coaching on process flows and/or standard operating procedures; documenting and sharing processes as they are created and refined; and providing both the raw data and the analysis, along with steps taken to derive analysis.

#### Subcontractor Proposal Support

Subcontractor shall assist as needed with proposal preparation in the areas of writing the technical proposal, to include providing:

- Share business intelligence and participate in strategy sessions regarding the Opportunity;
- Corporate Experience;
- Past Performance references and proof points;
- Representative resumes in prescribed format, if applicable;
- Assistance with Technical Approach, as requested.
- Pink and Red teams review participation, as requested; and

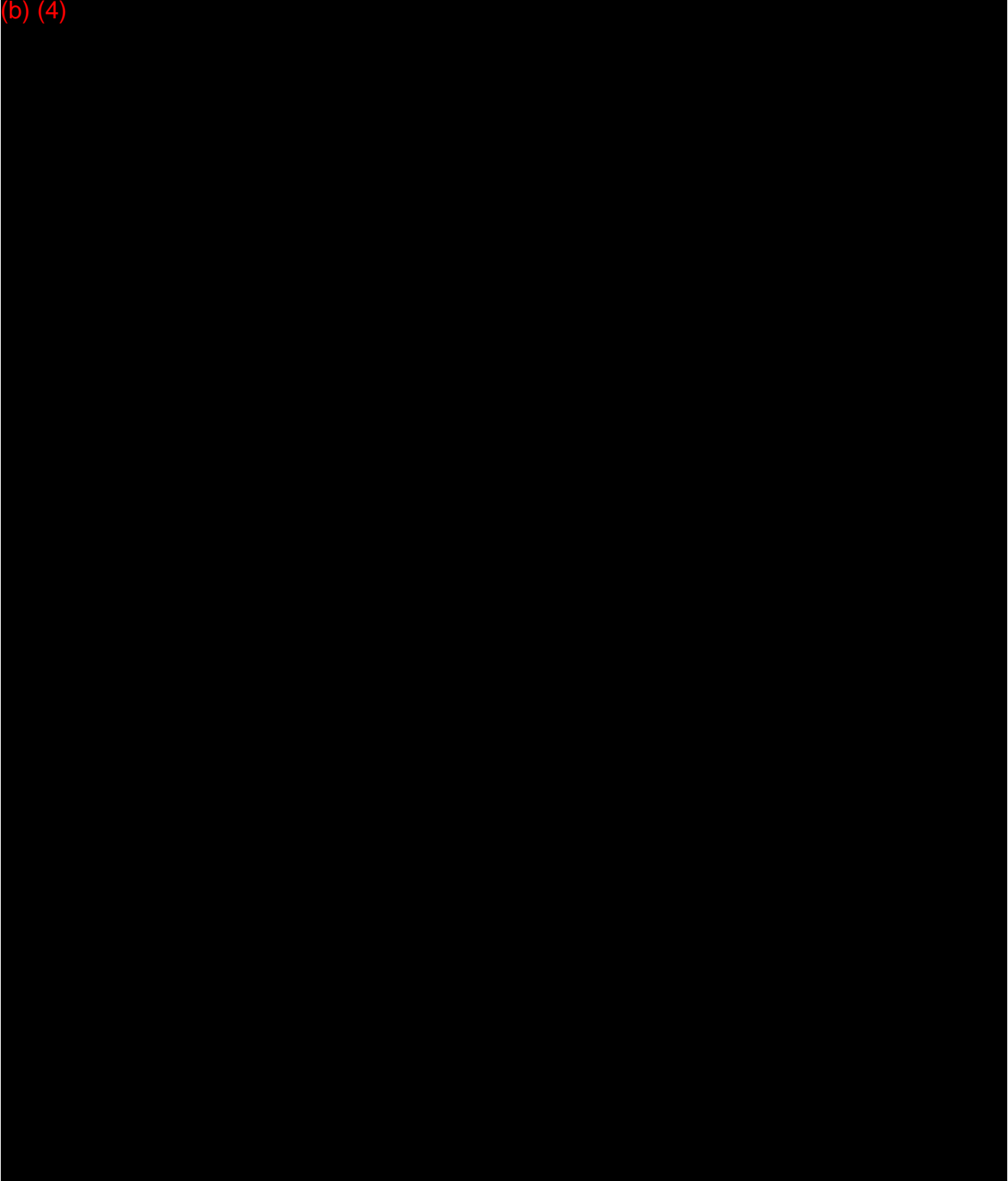
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(b) (4) on Grant Thornton's staff, Grant Thornton will be given the opportunity to nominate a (b) (4) .



## Attachment B

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### Business Classification (mark all those that apply):

You may review the definition for the following categories in the Federal Acquisition Regulation 19.7. Title 13 CFR 121.410 and 121.411 provide guidance on size standards for the subcontracting program. If you have difficulty in determining your size standard, please call 1-800-U-ASK-SBA or refer to SBA's website at [www.sba.gov](http://www.sba.gov).

#### Please check all that apply:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Large Business                     | <input type="checkbox"/> Historically Black College/University (HBCU)               |
| <input type="checkbox"/> Small Business                                | <input type="checkbox"/> Small Disadvantaged Business                               |
| <input type="checkbox"/> Woman Owned Small Business                    | <input type="checkbox"/> Educational Institution                                    |
| <input type="checkbox"/> Veteran Owned Small Business                  | <input type="checkbox"/> Non-Profit   |
| <input type="checkbox"/> Service Disabled Veteran Owned Small Business | <input type="checkbox"/> Indian Tribe   |
| <input type="checkbox"/> HUBZone Small Business                        | <input type="checkbox"/> Alaska Native Corporation (ANC) (see U.S.C. 1601, et seq.) |

### CERTIFICATION

By signing below, the Subcontractor certifies, under penalty of law, that the Representations and Certifications are accurate, current, and complete. The Subcontractor further certifies that it will notify the E3 Federal Solutions Subcontracts Representative of any changes to these Representations and Certifications. This certification shall apply to all solicitations, agreements; purchase orders or subcontracts received from the Prime Contractor and shall be valid for one year from the date of execution.

(b) (6)

Principal

\_\_\_\_\_  
Name & Title of Authorized Representative

(b) (6)

\_\_\_\_\_  
Signature of Authorized Representative

Date January 7, 2016  
\_\_\_\_\_

### 1. FAR 52.203-2 -- Certificate of Independent Price Determination (Apr 1985)

(a) The offeror certifies that --



(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to -

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision  
*[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];*

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

## **2. FAR 52.203-11 -- Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. (Sep 2007)**

(a) *Definitions.* As used in this provision—"Lobbying contact" has the meaning provided at 2 U.S.C. 1602(8). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12).

(b) *Prohibition.* The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.

(c) *Certification.* The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.





(d) *Disclosure*. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) *Penalty*. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, for each such failure.

#### **6. FAR 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations—Representation.**

##### **PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS—REPRESENTATION (MAY 2011)**

(a) *Definitions*. Inverted domestic corporation and subsidiary have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) *Relation to Internal Revenue Code*. An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at [26 U.S.C. 7874](#).

(c) *Representation*. By submission of its offer, the offeror represents that—

- (1) It is not an inverted domestic corporation; and
- (2) It is not a subsidiary of an inverted domestic corporation.

#### **7. FAR 52.209-5 -- Certification Regarding Responsibility Matters (Apr 2010)**

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that --

(i) The Offeror and/or any of its Principals --

(A) Are ☐/ are not ☒ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐/have not ☒, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation); and

(C) Are ☐/ are not ☒ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and

(D) Have ☐/ have not ☒, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:



(i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has ☐/ has not ☒, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principal,” for the purposes of this certification, means an officer; director; owner; partner; or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Subcontracts Manager if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s



responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Subcontracts Manager may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government or Buyer, the Buyer may terminate the contract resulting from this solicitation for default.

**8. FAR 52.209-6 -- Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010)**

(a) Definition. "Commercially available off-the-shelf (COTS) item," as used in this clause--

(1) Means any item of supply (including construction material) that is—

(i) A commercial item (as defined in paragraph (1) of the definition in FAR 2.101);

(ii) Sold in substantial quantities in the commercial marketplace; and

(iii) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace; and

(2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. App. 1702), such as agricultural products and petroleum products.

(b) The Government suspends or debars Contractors to protect the Government's interests. Other than a subcontract for a commercially available off-the-shelf item, the Contractor shall not enter into any subcontract in excess of \$30,000 with a Contractor that is debarred, suspended, or proposed for debarment by any executive agency unless there is a compelling reason to do so.

(c) The Contractor shall require each proposed subcontractor whose subcontract will exceed \$30,000, other than a subcontractor providing a commercially available off-the-shelf item, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.

(d) A corporate officer or a designee of the Contractor shall notify Buyer, in writing, before entering into a subcontract with a party (other than a subcontractor providing a commercially available off-the-shelf item) that is debarred, suspended, or proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:

(1) The name of the subcontractor.

(2) The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.

(3) The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.



(4) The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

**15. FAR 52.222-26 --Equal Opportunity (Mar 2007)**

*The Offeror represents that it is in agreement with the subject clause and the Executive Order 11246, as amended, and the rules regulations, and Orders of the Secretary of Labor pertaining to Equal Opportunity.*

**16. Veterans 41CFR 60-300 (VEVRAA) Veterans Equal Opportunity (Mar 24, 2014) --** Applicable threshold is \$100,000 or more

The offeror represents that it is in agreement with the subject regulation and shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans." (Ref: [www.dol.gov/ofccp/regs/compliance/vevraa.htm](http://www.dol.gov/ofccp/regs/compliance/vevraa.htm))

**17. Individuals with Disabilities (IWD) 41 CFR 60-741 (section 503) (Mar 24, 2014) --** Applicable threshold is \$10,000 or more

The offeror represents that it is in agreement with the subject regulation and shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities. (Ref: [www.dol.gov/ofccp/regs/compliance/section503.htm](http://www.dol.gov/ofccp/regs/compliance/section503.htm))

**18. FAR 52.222-38 -- Compliance With Veterans' Employment Reporting Requirements (Sep 2010)**

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Veterans), it has submitted the most recent VETS-100A Report required by that clause.

**30. FAR 52-203-13 Contractor Code of Business Ethics and Conduct (April 2010) (\$5,000,000.00 and above)**

(a) Paragraphs (a) (1) through (a) (4) apply to all offerors:

- (1) The offeror hereby certifies that it ☒ has ☐ has not established a written code of business ethics and conduct.
- (2) If the offeror indicated in (a)(1) that it has not established a written code of business ethics and conduct, the offeror ☐ will ☐ will not have established a written code of business ethics and conduct within 30 days after contract award, unless the E3 Federal Solutions, LLC Subcontracts Administrator establishes a longer time period.
- (3) The offeror hereby certifies that it ☒ has ☐ has not made a copy of its code of business ethics and conduct available to each employee to be engaged in performance of the contract.
- (4) If the offeror indicated in (a) (3) that it has not made a copy of the code available to each employee to be engaged in performance of the contract, the offeror, by executing any contract resulting from this solicitation, agrees to furnish a copy of the code to all such employees within 30 days after contract award.

(b) Paragraphs (b)(1) and (b)(2) do not apply if the offeror has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101.



- (1) The offeror hereby certifies that it ☒ has ☐ has not established an ongoing business ethics awareness and compliance program consistent with the requirements of FAR 52.203-13.
- (2) If the offeror indicated in (b) (1) that it has not established ongoing business ethics awareness and compliance program, the offeror by executing any contract resulting from this solicitation understands that it must establish an ongoing business ethics awareness and compliance program within 90 days after contract award, unless the E3 Federal Solutions, LLC Subcontracts Administrator establishes a longer time period.





(b)  
(6)

January 7, 2015

(b) (6)

Reference: GSA Category Management Support Services Multiple Award BPA  
Request for Quote No. ID04150049

Subject: Letter Subcontract

(b) (6)

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**Attachments:**

Attachment A, Scope of Work

Attachment B, Representations and Certifications

(b) (4) [Redacted]  
(b) (6) [Redacted]  
By [Redacted]

**E3 Federal Solutions, LLC**

By Director of Contracts

(b) (6) [Redacted]  
(Typed Name)

Vice President  
(Title)

Date 1/7/16

(b) (6) [Redacted]  
(Typed Name)

(b) (6) [Redacted]  
Direc  
(Title)

Date: 2016.01.08 15:48:49 -05'00'  
Date

cc: (b) (6) [Redacted] (b) (4) [Redacted]



## **Attachment A**

### **Scope of Work**

This Attachment A contains the description of the scope of work for the Subcontractor's agreed upon work for this contract.

#### **General Scope of Work**

The purpose of this BPA is to assist FAS with support, knowledge, and expertise to increase their maturity in category management and to support the implementation of category management across the federal government. The support provided within this BPA shall be managed and completed in a way that enables contractor knowledge to be transferred to government staff as necessary. Examples of knowledge sharing includes, but is not limited to: development and coaching on process flows and/or standard operating procedures, documenting and sharing processes as they are created and refined, providing both the raw data and the analysis, along with steps taken to derive analysis.

#### **Subcontractor Proposal Support**

Subcontractor shall assist as needed with proposal preparation in the areas of writing the technical proposal, to include providing:

- Share business intelligence and participate in strategy sessions regarding the Opportunity;
- Corporate Experience;
- Past Performance references and proof points;
- Representative resumes in prescribed format, if applicable;
- Assistance with Technical Approach, as requested.
- Pink and Red teams review participation, as requested; and

#### **Subcontractor Tasks/Work Effort**

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## Attachment B

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### Business Classification (mark all those that apply):

You may review the definition for the following categories in the Federal Acquisition Regulation 19.7. Title 13 CFR 121.410 and 121.411 provide guidance on size standards for the subcontracting program. If you have difficulty in determining your size standard, please call 1-800-U-ASK-SBA or refer to SBA's website at [www.sba.gov](http://www.sba.gov).

#### Please check all that apply:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Large Business                     | <input type="checkbox"/> Historically Black College/University (HBCU)               |
| <input type="checkbox"/> Small Business                                | <input type="checkbox"/> Small Disadvantaged Business                               |
| <input type="checkbox"/> Woman Owned Small Business                    | <input type="checkbox"/> Educational Institution                                    |
| <input type="checkbox"/> Veteran Owned Small Business                  | <input type="checkbox"/> Non-Profit   |
| <input type="checkbox"/> Service Disabled Veteran Owned Small Business | <input type="checkbox"/> Indian Tribe   |
| <input type="checkbox"/> HUBZone Small Business                        | <input type="checkbox"/> Alaska Native Corporation (ANC) (see U.S.C. 1601, et seq.) |

### CERTIFICATION

By signing below, the Subcontractor certifies, under penalty of law, that the Representations and Certifications are accurate, current, and complete. The Subcontractor further certifies that it will notify the E3 Federal Solutions Subcontracts Representative of any changes to these Representations and Certifications. This certification shall apply to all solicitations, agreements; purchase orders or subcontracts received from the Prime Contractor and shall be valid for one year from the date of execution.

(b) (6)

(b) (6), Vice President

\_\_\_\_\_  
Name & Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

Date

11/7/16



**1. FAR 52.203-2 -- Certificate of Independent Price Determination (Apr 1985)**

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to --

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision  
Mike Ferrara, Vice President *[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];*

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**2. FAR 52.203-11 -- Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. (Sep 2007)**

(a) *Definitions.* As used in this provision—"Lobbying contact" has the meaning provided at 2 U.S.C. 1602(8). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12).

(b) *Prohibition.* The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.





(c) *Certification.* The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.

(d) *Disclosure.* If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form L.L.I., Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) *Penalty.* Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, for each such failure.

#### **6. FAR 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations—Representation.**

##### **PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS—REPRESENTATION (MAY 2011)**

(a) *Definitions.* Inverted domestic corporation and subsidiary have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) *Relation to Internal Revenue Code.* An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at [26 U.S.C. 7874](#).

(c) *Representation.* By submission of its offer, the offeror represents that—

- (1) It is not an inverted domestic corporation; and
- (2) It is not a subsidiary of an inverted domestic corporation.

#### **7. FAR 52.209-5 -- Certification Regarding Responsibility Matters (Apr 2010)**

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that --

(i) The Offeror and/or any of its Principals --

(A) Are ☐/ are not ☒ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐/have not ☒, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation); and

(C) Are ☐/ are not ☒ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and

(D) Have ☐/ have not ☒, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.



(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has ☐/ has not ☒, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer; director; owner; partner; or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Subcontracts Manager if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.





(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Subcontracts Manager may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government or Buyer, the Buyer may terminate the contract resulting from this solicitation for default.

**8. FAR 52.209-6 -- Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010)**

(a) Definition. "Commercially available off-the-shelf (COTS) item," as used in this clause--

(1) Means any item of supply (including construction material) that is—

(i) A commercial item (as defined in paragraph (1) of the definition in FAR 2.101);

(ii) Sold in substantial quantities in the commercial marketplace; and

(iii) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace; and

(2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. App. 1702), such as agricultural products and petroleum products.

(b) The Government suspends or debar Contractors to protect the Government's interests. Other than a subcontract for a commercially available off-the-shelf item, the Contractor shall not enter into any subcontract in excess of \$30,000 with a Contractor that is debarred, suspended, or proposed for debarment by any executive agency unless there is a compelling reason to do so.

(c) The Contractor shall require each proposed subcontractor whose subcontract will exceed \$30,000, other than a subcontractor providing a commercially available off-the-shelf item, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.

(d) A corporate officer or a designee of the Contractor shall notify Buyer, in writing, before entering into a subcontract with a party (other than a subcontractor providing a commercially available off-the-shelf item) that is debarred, suspended, or proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:

(1) The name of the subcontractor.

(2) The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.



(3) The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.

(4) The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

**15. FAR 52.222-26 --Equal Opportunity (Mar 2007)**

*The Offeror represents that it is in agreement with the subject clause and the Executive Order 11246, as amended, and the rules regulations, and Orders of the Secretary of Labor pertaining to Equal Opportunity.*

**16. Veterans 41CFR 60-300 (VEVRAA) Veterans Equal Opportunity (Mar 24, 2014) --** Applicable threshold is \$100,000 or more

The offeror represents that it is in agreement with the subject regulation and shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans." (Ref: [www.dol.gov/ofccp/regs/compliance/vevraa.htm](http://www.dol.gov/ofccp/regs/compliance/vevraa.htm))

**17. Individuals with Disabilities (IWD) 41 CFR 60-741 (section 503) (Mar 24, 2014) --** Applicable threshold is \$10,000 or more

The offeror represents that it is in agreement with the subject regulation and shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities. (Ref: [www.dol.gov/ofccp/regs/compliance/section503.htm](http://www.dol.gov/ofccp/regs/compliance/section503.htm))

**18. FAR 52.222-38 -- Compliance With Veterans' Employment Reporting Requirements (Sep 2010)**

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Veterans), it has submitted the most recent VETS-100A Report required by that clause.

**30. FAR 52-203-13 Contractor Code of Business Ethics and Conduct (April 2010) (\$5,000,000.00 and above)**

(a) Paragraphs (a) (1) through (a) (4) apply to all offerors:

- (1) The offeror hereby certifies that it ☒ has ☐ has not established a written code of business ethics and conduct.
- (2) If the offeror indicated in (a)(1) that it has not established a written code of business ethics and conduct, the offeror ☐ will ☐ will not have established a written code of business ethics and conduct within 30 days after contract award, unless the E3 Federal Solutions, LLC Subcontracts Administrator establishes a longer time period.
- (3) The offeror hereby certifies that it ☒ has ☐ has not made a copy of its code of business ethics and conduct available to each employee to be engaged in performance of the contract.
- (4) If the offeror indicated in (a) (3) that it has not made a copy of the code available to each employee to be engaged in performance of the contract, the offeror, by executing any contract resulting from this solicitation, agrees to furnish a copy of the code to all such employees within 30 days after contract award.



- (b) Paragraphs (b)(1) and (b)(2) do not apply if the offeror has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101.
- (1) The offeror hereby certifies that it ☒ has ☐ has not established an ongoing business ethics awareness and compliance program consistent with the requirements of FAR 52.203-13.
- (2) If the offeror indicated in (b) (1) that it has not established ongoing business ethics awareness and compliance program, the offeror by executing any contract resulting from this solicitation understands that it must establish an ongoing business ethics awareness and compliance program within 90 days after contract award, unless the E3 Federal Solutions, LLC Subcontracts Administrator establishes a longer time period.





January 8, 2015

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Reference: GSA Category Management Support Services Multiple Award BPA  
Request for Quote No. ID04150049

Subject: Letter Subcontract

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E3 FEDERAL SOLUTIONS  
LLC

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**Attachments:**

Attachment A, Scope of Work

Attachment B, Representations and Certifications

(b) (4)

E3 Federal Solutions, LLC

(b) (6)

Director of Contracts

By \_\_\_\_\_

By \_\_\_\_\_

(b) (6)

(Typed Name)

Deirdre C. Pender

(b) (6)  
(Typed Name)

\_\_\_\_ Partner \_\_\_\_\_

Director of \_\_\_\_\_

Date \_\_\_\_ 1/8/16 \_\_\_\_\_

Date: 2016.01.12 11:42:47 -05'00'



## **Attachment A**

### **Scope of Work**

This Attachment A contains the description of the scope of work for the Subcontractor's agreed upon work for this contract.

#### **General Scope of Work**

The purpose of this GSA Category Management BPA is to assist FAS with support, knowledge, and expertise to increase their maturity in category management and to support the implementation of category management across the federal government. The support provided within this BPA shall be managed and completed in a way that enables contractor knowledge to be transferred to government staff as necessary. Examples of knowledge sharing includes, but is not limited to: development and coaching on process flows and/or standard operating procedures, documenting and sharing processes as they are created and refined, providing both the raw data and the analysis, along with steps taken to derive analysis.

#### **Subcontractor Proposal Support**

Subcontractor shall assist as needed with proposal preparation in the areas of writing the technical proposal, to include providing:

- Share business intelligence and participate in strategy sessions regarding the Opportunity;
- Corporate Experience;
- Past Performance references and proof points;
- Representative resumes in prescribed format, if applicable;
- Assistance with Technical Approach, as requested.
- Pink and Red teams review participation, as requested; and

#### **Subcontractor Tasks/Work Effort**

Once the final RFP is released Attachment A will be updated with specific details of work share



## Attachment B

(b) (4)

(b) (4)

### Business Classification (mark all those that apply):

You may review the definition for the following categories in the Federal Acquisition Regulation 19.7. Title 13 CFR 121.410 and 121.411 provide guidance on size standards for the subcontracting program. If you have difficulty in determining your size standard, please call 1-800-U-ASK-SBA or refer to SBA's website at [www.sba.gov](http://www.sba.gov).

#### Please check all that apply:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Large Business                     | <input type="checkbox"/> Historically Black College/University (HBCU)               |
| <input type="checkbox"/> Small Business                                | <input type="checkbox"/> Small Disadvantaged Business                               |
| <input type="checkbox"/> Woman Owned Small Business                    | <input type="checkbox"/> Educational Institution                                    |
| <input type="checkbox"/> Veteran Owned Small Business                  | <input type="checkbox"/> Non-Profit   |
| <input type="checkbox"/> Service Disabled Veteran Owned Small Business | <input type="checkbox"/> Indian Tribe   |
| <input type="checkbox"/> HUBZone Small Business                        | <input type="checkbox"/> Alaska Native Corporation (ANC) (see U.S.C. 1601, et seq.) |

### CERTIFICATION

By signing below, the Subcontractor certifies, under penalty of law, that the Representations and Certifications are accurate, current, and complete. The Subcontractor further certifies that it will notify the E3 Federal Solutions Subcontracts Representative of any changes to these Representations and Certifications. This certification shall apply to all solicitations, agreements; purchase orders or subcontracts received from the Prime Contractor and shall be valid for one year from the date of execution.

(b) (6) Chief Admin. Officer

\_\_\_\_\_  
Name & Title of Authorized  
Representative

(b) (6)

\_\_\_\_\_  
Signature of Authorized Representative

Date January 12, 2016

1. FAR 52.203-2 -- Certificate of Independent Price Determination (Apr 1985)



(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to -

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision **Jeffrey Sorenson, President; John Anderson, Partner; Howard Steinman, Partner;** *[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];*

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

## **2. FAR 52.203-11 -- Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. (Sep 2007)**

(a) *Definitions.* As used in this provision—"Lobbying contact" has the meaning provided at 2 U.S.C. 1602(8). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12).

(b) *Prohibition.* The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.

(c) *Certification.* The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee





of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.

(d) *Disclosure.* If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) *Penalty.* Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, for each such failure.

#### **6. FAR 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations—Representation.**

##### **PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS—REPRESENTATION (MAY 2011)**

(a) *Definitions.* Inverted domestic corporation and subsidiary have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) *Relation to Internal Revenue Code.* An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at [26 U.S.C. 7874](#).

(c) *Representation.* By submission of its offer, the offeror represents that—

- (1) It is not an inverted domestic corporation; and
- (2) It is not a subsidiary of an inverted domestic corporation.

#### **7. FAR 52.209-5 -- Certification Regarding Responsibility Matters (Apr 2010)**

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that --

(i) The Offeror and/or any of its Principals --

(A) Are ☐/ are not ☒ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐/have not ☒, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation); and

(C) Are ☐/ are not ☒ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and

(D) Have ☐/ have not ☒, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.



(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has ☐/ has not ☒, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer; director; owner; partner; or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.



(b) The Offeror shall provide immediate written notice to the Subcontracts Manager if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Subcontracts Manager may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government or Buyer, the Buyer may terminate the contract resulting from this solicitation for default.

**8. FAR 52.209-6 -- Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010)**

(a) Definition. "Commercially available off-the-shelf (COTS) item," as used in this clause--

(1) Means any item of supply (including construction material) that is—

(i) A commercial item (as defined in paragraph (1) of the definition in FAR 2.101);

(ii) Sold in substantial quantities in the commercial marketplace; and

(iii) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace; and

(2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. App. 1702), such as agricultural products and petroleum products.

(b) The Government suspends or debar Contractors to protect the Government's interests. Other than a subcontract for a commercially available off-the-shelf item, the Contractor shall not enter into any subcontract in excess of \$30,000 with a Contractor that is debarred, suspended, or proposed for debarment by any executive agency unless there is a compelling reason to do so.

(c) The Contractor shall require each proposed subcontractor whose subcontract will exceed \$30,000, other than a subcontractor providing a commercially available off-the-shelf item, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.

(d) A corporate officer or a designee of the Contractor shall notify Buyer, in writing, before entering into a subcontract with a party (other than a subcontractor providing a commercially available off-the-shelf item) that is debarred, suspended, or



proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:

- (1) The name of the subcontractor.
- (2) The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.
- (3) The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.
- (4) The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

**15. FAR 52.222-26 --Equal Opportunity (Mar 2007)**

*The Offeror represents that it is in agreement with the subject clause and the Executive Order 11246, as amended, and the rules regulations, and Orders of the Secretary of Labor pertaining to Equal Opportunity.*

**16. Veterans 41CFR 60-300 (VEVRAA) Veterans Equal Opportunity (Mar 24, 2014) --** Applicable threshold is \$100,000 or more

The offeror represents that it is in agreement with the subject regulation and shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans." (Ref: [www.dol.gov/ofccp/regs/compliance/vevraa.htm](http://www.dol.gov/ofccp/regs/compliance/vevraa.htm))

**17. Individuals with Disabilities (IWD) 41 CFR 60-741 (section 503) (Mar 24, 2014) --** Applicable threshold is \$10,000 or more

The offeror represents that it is in agreement with the subject regulation and shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities. (Ref: [www.dol.gov/ofccp/regs/compliance/section503.htm](http://www.dol.gov/ofccp/regs/compliance/section503.htm))

**18. FAR 52.222-38 -- Compliance With Veterans' Employment Reporting Requirements (Sep 2010)**

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Veterans), it has submitted the most recent VETS-100A Report required by that clause.

**30. FAR 52-203-13 Contractor Code of Business Ethics and Conduct (April 2010) (\$5,000,000.00 and above)**

- (a) Paragraphs (a) (1) through (a) (4) apply to all offerors:
  - (1) The offeror hereby certifies that it ☒ has ☐ has not established a written code of business ethics and conduct.
  - (2) If the offeror indicated in (a)(1) that it has not established a written code of business ethics and conduct, the offeror ☐ will ☐ will not have established a written code of business ethics and conduct within 30 days after contract award, unless the E3 Federal Solutions, LLC Subcontracts Administrator establishes a longer time period.



- (3) The offeror hereby certifies that it ☒ has ☐ has not made a copy of its code of business ethics and conduct available to each employee to be engaged in performance of the contract.
- (4) If the offeror indicated in (a) (3) that it has not made a copy of the code available to each employee to be engaged in performance of the contract, the offeror, by executing any contract resulting from this solicitation, agrees to furnish a copy of the code to all such employees within 30 days after contract award.
- (b) Paragraphs (b)(1) and (b)(2) do not apply if the offeror has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101.
- (1) The offeror hereby certifies that it ☒ has ☐ has not established an ongoing business ethics awareness and compliance program consistent with the requirements of FAR 52.203-13.
- (2) If the offeror indicated in (b) (1) that it has not established ongoing business ethics awareness and compliance program, the offeror by executing any contract resulting from this solicitation understands that it must establish an ongoing business ethics awareness and compliance program within 90 days after contract award, unless the E3 Federal Solutions, LLC Subcontracts Administrator establishes a longer time period.





January 7, 2015

(b) (6)

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(b) (6)

Reference: GSA Category Management Support Services Multiple Award BPA  
Request for Quote No. ID04150049

Subject: Letter Subcontract

(b) (6)

(b) (4)



E3 FEDERAL SOLUTIONS  
LLC

(b) (4)

**Attachments:**

Attachment A, Scope of Work

Attachment B, Representations and Certifications

(b) (4)

**E3 Federal Solutions, LLC**

By (b) (6)

By Director of Contracts

(b) (6)  
(Typed Name)

(b) (6)  
(Typed Name)

Contracts Specialist  
(Title)

Director  
(Title)

Date 1/8/16

Date Date: 2016.01.08 15:57:04 -05'00'



## **Attachment A**

### **Scope of Work**

This Attachment A contains the description of the scope of work for the Subcontractor's agreed upon work for this contract.

#### **General Scope of Work**

The purpose of this GSA Category Management BPA is to assist FAS with support, knowledge, and expertise to increase their maturity in category management and to support the implementation of category management across the federal government. The support provided within this BPA shall be managed and completed in a way that enables contractor knowledge to be transferred to government staff as necessary. Examples of knowledge sharing includes, but is not limited to: development and coaching on process flows and/or standard operating procedures, documenting and sharing processes as they are created and refined, providing both the raw data and the analysis, along with steps taken to derive analysis.

#### **Subcontractor Proposal Support**

Subcontractor shall assist as needed with proposal preparation in the areas of writing the technical proposal, to include providing:

- Share business intelligence and participate in strategy sessions regarding the Opportunity;
- Corporate Experience;
- Past Performance references and proof points;
- Representative resumes in prescribed format, if applicable;
- Assistance with Technical Approach, as requested.
- Pink and Red teams review participation, as requested; and

#### **Subcontractor Tasks/Work Effort**

Once the final RFP is released Attachment A will be updated with specific details of work share.

### Attachment B

(b) (4)

(b) (4)			

**Business Classification (mark all those that apply):**

You may review the definition for the following categories in the Federal Acquisition Regulation 19.7. Title 13 CFR 121.410 and 121.411 provide guidance on size standards for the subcontracting program. If you have difficulty in determining your size standard, please call 1-800-U-ASK-SBA or refer to SBA's website at [www.sba.gov](http://www.sba.gov).

**Please check all that apply:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Large Business<br><input type="checkbox"/> Small Business<br><input type="checkbox"/> Woman Owned Small Business<br><input type="checkbox"/> Veteran Owned Small Business<br><input type="checkbox"/> Service Disabled Veteran Owned Small Business<br><input type="checkbox"/> HUBZone Small Business | <input type="checkbox"/> Historically Black College/University (HBCU)<br><input type="checkbox"/> Small Disadvantaged Business<br><input type="checkbox"/> Educational Institution<br><input type="checkbox"/> Non-Profit<br><input type="checkbox"/> Indian Tribe<br><input type="checkbox"/> Alaska Native Corporation (ANC) (see U.S.C. 1601, et seq.) |
|--|---|

### CERTIFICATION

By signing below, the Subcontractor certifies, under penalty of law, that the Representations and Certifications are accurate, current, and complete. The Subcontractor further certifies that it will notify the E3 Federal Solutions Subcontracts Representative of any changes to these Representations and Certifications. This certification shall apply to all solicitations, agreements; purchase orders or subcontracts received from the Prime Contractor and shall be valid for one year from the date of execution.

(b) (6)

*Contracts Specialist*

Name & Title of Authorized Representative

(b) (6)

Signature of Authorized Representative

Date

*1/8/16*

**1. FAR 52.203-2 -- Certificate of Independent Price Determination (Apr 1985)**

(a) The offeror certifies that --

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to -

- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.  
Ashley Beluch, Contracts Specialist;

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**2. FAR 52.203-11 -- Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. (Sep 2007)**

(a) *Definitions.* As used in this provision—"Lobbying contact" has the meaning provided at 2 U.S.C. 1602(8). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12).

(b) *Prohibition.* The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.

(c) *Certification.* The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.

(d) *Disclosure.* If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) *Penalty.* Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, for each such failure.

**6. FAR 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations—Representation.**

PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS—REPRESENTATION (MAY 2011)

(a) *Definitions.* Inverted domestic corporation and subsidiary have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) *Relation to Internal Revenue Code.* An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874.

(c) *Representation.* By submission of its offer, the offeror represents that—

- (1) It is not an inverted domestic corporation; and
- (2) It is not a subsidiary of an inverted domestic corporation.

**7. FAR 52.209-5 -- Certification Regarding Responsibility Matters (Apr 2010)**

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that --

(i) The Offeror and/or any of its Principals --

(A) Are ☐/ are not ☒ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐/have not ☒, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation); and

(C) Are ☐/ are not ☒ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and

(D) Have ☐/ have not ☒, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.





*(ii) The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

*(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.*

*(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.*

*(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.*

*(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).*

(ii) The Offeror has ☐ / has not ☒, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer; director; owner; partner; or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Subcontracts Manager if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Subcontracts Manager may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government or Buyer, the Buyer may terminate the contract resulting from this solicitation for default.

**8. FAR 52.209-6 -- Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010)**

(a) Definition. "Commercially available off-the-shelf (COTS) item," as used in this clause--

(1) Means any item of supply (including construction material) that is—

(i) A commercial item (as defined in paragraph (1) of the definition in FAR 2.101);

(ii) Sold in substantial quantities in the commercial marketplace; and

(iii) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace; and

(2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. App. 1702), such as agricultural products and petroleum products.

(b) The Government suspends or debars Contractors to protect the Government's interests. Other than a subcontract for a commercially available off-the-shelf item, the Contractor shall not enter into any subcontract in excess of \$30,000 with a Contractor that is debarred, suspended, or proposed for debarment by any executive agency unless there is a compelling reason to do so.

(c) The Contractor shall require each proposed subcontractor whose subcontract will exceed \$30,000, other than a subcontractor providing a commercially available off-the-shelf item, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.

(d) A corporate officer or a designee of the Contractor shall notify Buyer, in writing, before entering into a subcontract with a party (other than a subcontractor providing a commercially available off-the-shelf item) that is debarred, suspended, or proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:

(1) The name of the subcontractor.

(2) The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.

(3) The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.

(4) The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

**15. FAR 52.222-26 --Equal Opportunity (Mar 2007)**

*The Offeror represents that it is in agreement with the subject clause and the Executive Order 11246, as amended, and the rules regulations, and Orders of the Secretary of Labor pertaining to Equal Opportunity.*

**16. Veterans 41CFR 60-300 (VEVRAA) Veterans Equal Opportunity (Mar 24, 2014) -- Applicable threshold is \$100,000 or more**

The offeror represents that it is in agreement with the subject regulation and shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans." (Ref: [www.dol.gov/ofccp/regs/compliance/vevraa.htm](http://www.dol.gov/ofccp/regs/compliance/vevraa.htm))

**17. Individuals with Disabilities (IWD) 41 CFR 60-741 (section 503) (Mar 24, 2014) -- Applicable threshold is \$10,000 or more**

The offeror represents that it is in agreement with the subject regulation and shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities. (Ref: [www.dol.gov/ofccp/regs/compliance/section503.htm](http://www.dol.gov/ofccp/regs/compliance/section503.htm))

**18. FAR 52.222-38 -- Compliance With Veterans' Employment Reporting Requirements (Sep 2010)**

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Veterans), it has submitted the most recent VETS-100A Report required by that clause.

**30. FAR 52-203-13 Contractor Code of Business Ethics and Conduct (April 2010) (\$5,000,000.00 and above)**

(a) Paragraphs (a) (1) through (a) (4) apply to all offerors:

- (1) The offeror hereby certifies that it ☒ has ☐ has not established a written code of business ethics and conduct.
- (2) If the offeror indicated in (a)(1) that it has not established a written code of business ethics and conduct, the offeror ☐ will ☐ will not have established a written code of business ethics and conduct within 30 days after contract award, unless the E3 Federal Solutions, LLC Subcontracts Administrator establishes a longer time period.
- (3) The offeror hereby certifies that it ☒ has ☐ has not made a copy of its code of business ethics and conduct available to each employee to be engaged in performance of the contract.
- (4) If the offeror indicated in (a) (3) that it has not made a copy of the code available to each employee to be engaged in performance of the contract, the offeror, by executing any contract resulting from this solicitation, agrees to furnish a copy of the code to all such employees within 30 days after contract award.

(b) Paragraphs (b)(1) and (b)(2) do not apply if the offeror has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101.

- (1) The offeror hereby certifies that it ☒ has ☐ has not established an ongoing business ethics awareness and compliance program consistent with the requirements of FAR 52.203-13.



- (2) If the offeror indicated in (b) (1) that it has not established ongoing business ethics awareness and compliance program, the offeror by executing any contract resulting from this solicitation understands that it must establish an ongoing business ethics awareness and compliance program within 90 days after contract award, unless the E3 Federal Solutions, LLC Subcontracts Administrator establishes a longer time period.

Category Management Support Services (CMSS) Multiple Award BPA  
Factor 1 Format - Demonstrated Technical Capabilities w/Experience  
ITQ Attachment 1

SOW Section	Demonstrated Technical Capability with Experience Example	Identifying Data
3.0	<p><b>Project Management Support:</b> E3, the proposed CTA Team Lead for the CMSS opportunity, is a current prime contractor managing 14 subcontractors on the Department of Homeland Security (DHS)'s Technical, Acquisition, and Business Support Services (TABSS) Indefinite Delivery, Indefinite Quantity (IDIQ) contract vehicle for Program Management, Engineering, and Technology Support Services. E3 is the #1 small business awardee, based on total contract value. E3 leads our team in managing projects across 8 DHS components through 20 separate task orders (TOs), with over 100 personnel in over 20 states, both at headquarters and specific agencies. <u>Kickoff Meeting:</u> Upon TO contract award, we leverage our customizable kick-off templates to hold kickoff meetings with the government to identify key representatives and their roles and responsibilities, review start-up plans and possibly transition-in activities and milestones, review upcoming project deliverables, contractual requirements, and logistical requirements such as personnel clearance process and badging. <u>Monthly Status Report:</u> Our tailored reporting templates, delivered weekly and monthly, will be customized for GSA to track progress by all team members, progress on all deliverables, risks, funding status and forecasts, accomplishments, and staffing changes to the project. At both the TO and IDIQ level, we leverage a mature and scalable risk management process, consisting of risk identification, risk analysis and prioritization, plan risk mitigation responses, and risk monitoring, controlling, and reporting to address current and anticipated problems. We assess potential problems in our registry using a probability and severity matrix to focus our time and critical resources on the highest priority risks. Our monthly status reports also include updates on staffing to include resource allocation, position openings, and workshare percentages. Coordinating with our teaming partners, and utilizing our vast knowledge of staffing for the services required, for any open position, we select personnel using our unique understanding of the market attributes, badging process, and agency landscape. This allows us to successfully recruit, onboard, and retain highly qualified staff; as evident by our retention rate of 85%. <u>Technical Status Meeting:</u> For all of our TOs, which support our clients with acquisition, program and project management, communication, financial management, and construction and facilities support, we meet with stakeholders to discuss technical issues which include risk, status updates, and stakeholder engagement. We regularly update multiple stakeholders on programs with high public visibility on both strategic and operational issues. <u>Project Management Plan (PMP):</u> A separate PMP is created for each TO which includes identification of project stakeholders, risk, staffing, and work breakdown structure and project timelines presented in a Gantt chart using Microsoft Project. All our teaming partners use our standard PMP to track project progress, and ensure continuity between projects and companies. <u>Quality Control Plan (QCP):</u> Our QCP serves as the baseline for our TO approach and is tailored to each project's client specific requirements, ensuring effective quality management without adding unnecessary burden. E3 is ISO:9001-certified and our Management Representative acts as an independent Quality Assurance Manager. (b) (4)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] <u>Contracting Officer (CO) Communication:</u> We maintain open lines of communication with our government counterparts. Our team of contract, budget, project support, program managers and company executives continuously monitor the project and hold monthly review meetings to discuss technical, financial, personnel, or managerial problems so that they are thoroughly communicated and quickly resolved while minimizing the burden to the government. <u>Tracking Tools:</u> We use various tracking tools, including Google Docs, Microsoft Project, and Excel dashboards to track TO progress; we use Deltek system for time keeping;</p>	<p>Contract/Order Number: HSCG23-12-D-ATB020</p> <p>Dollar Value: \$11 billion ceiling; E3 manages TOs currently valued at \$56,473,266.25</p> <p>PoP: Oct 12-Oct 17</p> <p>POC Info: (b) (6) [REDACTED] [REDACTED] [REDACTED]</p>

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	and Microsoft Word and Excel spreadsheets for status reports and monitoring teaming partners. <a href="#">Meeting Facilitation and Support</a> . We support all stages of meeting facilitation and support from pre-planning, documenting services, meeting facilitation, meeting minutes, and post-meeting support. Attendees at our meetings range from project support to executive leadership, internal and external stakeholders.  (b) (4)	
3.1.1	<p><b>Spend Analysis:</b> (b) (4)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]. <a href="#">Identifying Opportunities</a>: We worked with USHMM to analyze current processes and create solutions, including defining quantifiable performance and reporting metrics; conducting analyses of procurement best practices across the commercial and Government industries to streamline process steps; and proposing a realignment of the Procurement Office based on category objectives.</p> <p>(b) (4)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Contract/Order Number: NC-9531-14-0039</p> <p>Dollar Value: \$1,719,052.00</p> <p>PoP: June 14-Mar 16</p> <p>POC Info: (b) (6) [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>
3.1.2	<p><b>Agency Analysis:</b> North Highland, as a prime contractor, was tasked to improve Information Technology (IT) provision within the United Kingdom (UK) government’s Cabinet Office. The mission and charter of the UK Government Digital Service (GDS) are similar to GSA’s 18F organization. GDS is an exemplar for modern technology in government, with user needs at its center and designed with choice and flexibility in mind. The government faced massive pressure to reduce costs, particularly IT, which was provided by multiple large suppliers across many departments without an appropriate category management (CM) approach, with technology that was outdated, inflexible, and poorly suited to agency requirements. Our team engaged with users and stakeholders and</p>	<p>Contract/Order Number: WP642/WP748</p> <p>Dollar Value \$320,000.00</p>



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	<p>performed agency analysis to support the transition from the old systems to the new service. <u>Identifying Customers:</u> We worked with the Cabinet Office, GDS team, and external stakeholders across the UK government to perform a stakeholder analysis of staff that would be using the service and developed customer “cohorts” who were involved throughout the Alpha, Beta, and Live phases of the project. These cohorts were grouped and prioritized based on shared working practices, physical location, communities of interest, and other considerations. <u>Defining Drivers of Customer Experience:</u> Our unique approach to the customer experience and utilization of customer journey maps allied to proven user research techniques, we identified, defined, and refined critical elements of the customer experience that were relevant to the solutions (related to usability, flexibility, portability and functionality); and established their relative importance. We identified both user profiles (the jobs people do) and user personas (the way people work) which allowed for greater understanding of people's roles and preferences. We mapped personas based on a matrix of users' attitude toward work and their comfort with technology. <u>Soliciting Customer Input:</u> Using the “voice of the customer” interactive, hands-on workshops covering a range of IT categories (including end user devices, productivity applications, print services, and intranet and collaboration), we were able to get actual feedback on user needs as well as buy-in to the changes proposed. We also garnered feedback on early deployments throughout the Alpha and Beta phases to inform the continuous improvement of the service and carried out user research in the live environment, watching people work as they used the new technology. <u>Pulling Together Customer-Facing Data:</u> As part of user research, information was collated and analyzed from the cross sections of customers, using survey tools (such as Survey Monkey) and interviews to define the needed requirements across each category area. We captured both qualitative data (how people perceived technology, how quick and easy it was to use) as well as quantitative data (login times, print volumes) to analyze improvements and benefits. <u>Prioritizing Customers' Decision Factors and Identifying Opportunities:</u> Our team translated the data gathered through the discovery process into a set of prioritized requirements for each category. Tools included user research and feedback collection techniques that were used during the trials of the Alpha and Beta phases which enabled prioritization.</p> <p>(b) (4)</p>	<p>PoP: Oct 13- Mar 15</p> <p>(b) (6)</p>
3.1.3	<p><b>Market Analysis:</b> Jump, as a prime contractor, assisted a strategy project for FedEx entitled SenseAware Global Adoption Strategy. FedEx needed a strategy to turn a breakthrough technology into a rapidly growing business. The requirements for the project were to (1) uncover customer and market insights across a variety of categories, including IT hardware, industrial equipment, scientific equipment, health care, pharmaceuticals, and luxury goods; (2) identify the most promising customers, regions, and international markets to be early adopters; and (3) create an adoption strategy. We leaned on our prior experience and methods for delivering market analysis to large, complex, de-centralized organizations in the commercial sector like GE, P&amp;G, 3M and HP. <u>Defining Supply Market:</u> Together with FedEx, we developed a go-to-market strategy for SenseAware, detailing which features to emphasize, which markets to target, financial forecast, and a roadmap for future offerings. Competitive and customer markets needed to be defined and FedEx needed a way to identify and evaluate technology vendors. To define the competitive market, we used secondary research sources including Gartner and Forrester, industry conferences, and interviews with industry</p>	<p>Contract/Order Number: N/A; if contacting reference use project title “SenseAware Global Adoption Strategy”</p> <p>Dollar Value:</p>

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	<p>experts to craft an initial definition of the market. To help define target customer markets, we interviewed customers, convened customer councils, and created frameworks that provided the client a proprietary view on which markets had common needs relevant to the technology and which should be prioritized. These customer insights and frameworks included guidelines for identifying and evaluating technology vendors in the supply chain. <u><a href="#">Determining Analytical Scope and Tools:</a></u> We assisted FedEx in determining the analytical scope and tools to pursue by facilitating working sessions with leadership to determine which potential customer markets (both industry and geography) to select for additional research. We conducted in-depth Business-to-Business (B2B) ethnographic interviews with stakeholders up and down the supply chain in core and peripheral markets and a targeted range of global regions, as well as a competitive analysis and partnership ecosystem evaluation. <u><a href="#">Conducting Analysis:</a></u> Our team conducted analysis that included qualitative customer interviews and quantitative survey research across a wide range of industry markets and global regions. We analyzed a wide body of data from internal and external sources to evaluate markets to expand based on several factors, from industrial base to speed of regulatory approvals and influence on other markets. We analyzed direct and indirect competitors, including their activities, value propositions, and offerings to determine client strengths and the best course of action. We conducted market sizing and financial forecasting models which guided a strategy and roadmap for prioritized markets. <u><a href="#">Developing Strategic Insights:</a></u> We assisted FedEx in determining which strategy to pursue by creating a strategic insight framework. These insights, coupled with an organizational plan to operate the new business, led to the development of a strategic plan and business case for expansion, growth, and further development of the technology platform. We provided understanding of the supply chain needs of global businesses, drove a detailed product development strategy, provided advice on vendor evaluation, and created category-specific value propositions.</p> <p>(b) (4)</p>	<p>\$2,250,000.00</p> <p>PoP: May 10- Dec 11</p> <p>POC Info: (b) (6)</p>
3.1.4	<p><b>Risk Analysis:</b> (b) (4)</p>	<p>FL State Term Contract: #973-001-06-1 Change Order A61E92</p> <p>Dollar Value: \$250,000.00</p> <p>PoP: Apr 13- Oct 14</p> <p>POC Info: (b) (6)</p>

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	(b) (4)	(b) (6)
3.1.5	<p><b>Category Strategy Development:</b> E3, as a subcontractor, provides strategy development support for GSA’s Professional Services Category (PSC). <u>Clarifying Goals and Targets:</u> We worked closely with Category Management (CM) stakeholders to review and evaluate PSC goals and metrics, ensuring they are realistic, value-added, and measurable against the identified priority goals and CM best practices. We assisted in the initial development of the PSC Performance Dashboard, a Google Pages platform (with a Google Sheets backend), which set clear goals and targets and serve as a central repository for metrics and goals. Specific work included data source identification (such as Federal Procurement Data System-Next Generation and Salesforce), linking and populating data, fixing linkage bugs, verifying data accuracy, and maintaining the backend core data sheet of the PSC Performance Reporting Dashboard. <u>Assessing and Selecting Specific Options:</u> We assisted with an analysis of all the current government-wide contract vehicles available to the category and developed a Solutions Matrix and Solutions Navigator to aid in PSC’s ability to assess and select specific options to meet agency demand. Additionally, we review and maintain a repository of submitted Statements of Work (SOWs), Statements of Objectives, and Performance Works Statements. This enables GSA Region 10 (R10) to be the center of excellence for Professional Services within the Government by reducing the duplicative efforts of developing SOWs thus saving acquisition resources, costs and time. <u>Risk and Contingency Planning:</u> We interviewed GSA customers to perform functional and performance analyses that identified weaknesses and risks of the PSC Management (PSCM) initiative rollout. Based on the results, we developed a series of recommendations that linked risks with specific mitigating actions and contingency plans. Our team works with Senior GSA leadership to develop CM adoption plans for professional services, including identifying adoption risks (such as acquisition professionals outside of GSA not contributing content such as agency-specific SOWs for the hallway). <u>High-Level Implementation Planning:</u> Considering the adoption risks identified, we are working to develop a progressive implementation plan to ensure government-wide Professional Services Hallway use. We developed the template for the PSC hallway landing page, which communicated the existence of, and information about, the category to customer agencies. We are populating the SOW library, and acting as the Professional Services Hallway Librarian. In addition to promoting hallway use, our team heavily assists in the implementation planning process for the PSCM initiative, specifically in the program and contract operations areas of the business. Previously, our team worked with key stakeholders to create the strategic plans for these areas. Currently, our team is finalizing the recruiting and staffing standard operating procedures (SOPs), developing a training plan based on current training practices and identified gaps, and finalizing desired outcomes and the timeline based on implementation plan for PSCM contract operations. (b) (4)</p>	<p>Contract/Order Number: Subcontract CCGPSA_E3F EDERAL1501 under GSA CTA #GS- 10F-AA076</p> <p>Dollar Value: \$1,697,640.00</p> <p>PoP: March 15- Feb 19</p> <p>POC Info: (b) (6)</p>

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	<p>and provides substantial cost savings. Our team is also identifying a cost savings to the Government in utilizing current Government-wide Acquisition Contracts (GWACs) (versus competing an acquisition in the open market) in an effort to meet one of the CM priority goals of reducing the number of new contracts and increasing use of existing contracts. Through extensive research of Inspector General and Government Accountability Office(s)' reports, we determined the costs savings for agencies utilizing existing GSA schedules versus open market acquisitions.</p> <p>(b) (4)</p>	
3.2.1	<p><b>Total Cost Management:</b> (b) (4)</p>	<p>Contract/Order Number: GS10F06LPA 0006/ HSBP11-08-F- 24254 (original) HSHQDC13A 00004 (current) Dollar Value: \$10,515,138.0 0 PoP: Sept 10 – Sept 17 POC Info: (b) (6)</p>
3.2.2	<p><b>Demand Management:</b> (b) (4)</p>	<p>Contract/Order</p>

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	<p>(b) (4)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] <u>Standardizing Requirements/Instituting Policies:</u> The new BPAs that we helped to award will increase USCB's efficiency and ability to combine similar/duplicative requirements (such as portable technology) through standardization and gives the Chief Operating Officer a dramatically improved full view into the IT portfolio. Our work generated volume savings and administrative savings by leveraging buying power and increased procurement efficiencies. <u>Ensuring Compliance:</u> We worked with USCB to develop standardized requirements for the acquisition processes and templates for all IT procurements. This is expected to significantly reduce the time to procure contractor support. Through standardized processes and templates, education of acquisition policy, and by working with technical managers across divisions, our team now ensures that all new IT contracts are competed on the appropriate vehicles. We track this through periodic compliance checks and if there is any deviation we notify stakeholders and develop an action plan. Our team also has a prominent role in the early migration of legacy contracts onto the new CIO-SP3 and SE&amp;I vehicles, helping to ensure compliance with the use of these vehicles.</p> <p>(b) (4)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Number: GS-10F- 0256V; TO: YA1323-14- NC-0205</p> <p>Dollar Value: \$15,830,957.0 0</p> <p>PoP: Sept 14- Sept 19</p> <p>POC Info: (b) (6)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
3.2.3	<p><b>Supplier Management:</b> (b) (4)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Contract/Order Number: DOC45PAPT1 420020</p> <p>Dollar Value: \$3,088,054.00</p> <p>PoP: May 14- April 19</p> <p>POC Info: (b) (6)</p> <p>[REDACTED]</p>

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	(b) (4)	uspto.gov 571-272-6555
3.2.4	<b>Strategic Sourcing:</b> (b) (4)	Contract/Order Number: N/A; if contacting reference refer to project title “A.T. Kearney engagement The Dow Chemical Company”  Dollar Value: \$35,000,000.0 0  PoP: Jan 07- Present  POC Info: (b) (6)
3.2.5	<b>Content Development/Management:</b> (b) (4)	Contract/Order



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	(b) (4)	Number: GS-23F-9763H/GSQ0013AH1020 (original); GS10FAA089/GSQ0015AH1002 (follow-on); Dollar Value: \$1,396,641.00; follow-on: \$3,473,154.00 PoP: July 13 - Nov 16 POC Info: (b) (6)
3.2.6	Hallway Adoption Support: (b) (4)	Contract/Order Number: FEDSIM Project IA13026GSM, Task Order GST0013AJ0103 Dollar Value: \$752,533.76; \$1,693,200.96 PoP: July 13-Aug 14 POC Info: (b) (6)

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	<p>and development by prioritizing needs and updating the category hallways.</p> <p><b>Results and Benefits.</b> Our work guided senior FAS leaders to select a consensus-based approach to the future of the government's eCommerce services. This strategy is being brought to life by FAS through new digital services, including the Acquisition Gateway, category hallways, and others. The communications materials continue to be used by FAS leaders when describing how government procurement can be transformed.</p>	<p>h@gsa.gov 703-306-7594</p>
3.2.7	<p><b>Technical Writing:</b> E3, as a prime contractor, provides technical writing support for the Department of Defense (DoD) Office of Inspector General (OIG) components. <u><i>Developing Content for a Category:</i></u> We support the client's technical communication through writing complex reports and correspondence and providing editing support to finalize developed products. Additionally, all training manuals, SOPs, functional manuals, and style manuals are written by our technical writers and editors. We helped write the Guide to Military Whistleblower Reprisal Cases and, upon publication, the guide will be distributed to all military service members and component Inspector General offices. <u><i>Translating Technical Jargon Into Plain Language:</i></u> Our edits include high-level documentation with pressure driven deadlines. We provide recommendations to ensure all written products reflect the highest level of scholarly writing typically found in works published by academic institutions and are understandable to first-time readers who possess little knowledge of the subject addressed. Our writing staff ensures that all final written reports flow logically, all facts are presented in a consistent manner, the information is solidly based on evidence compiled during the investigations, and analyses and arguments are presented persuasively with applicable standards and evidence.</p> <p><b>Results and Benefits.</b> Deliverables written and edited include 422 letters, 420 memorandums, 143 reports of investigation, and 9 briefings. We also created, edited, and maintained over 120 templates which have been adopted by stakeholders in other DoD Components.</p>	<p>Contract/Order Number: W91WAW-12-C-0077 Dollar Value: \$14,773,272.22; PoP: Sept 12-March 16 POC Info: (b) (6) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>
3.3.1	<p><b>Benchmarking:</b> (b) (4) [REDACTED]</p>	<p>Contract/Order Number: Contract # GSQ0013AH1020; TO #GSQ0015AH1002</p> <p>Dollar Value: \$55,000.00</p> <p>PoP: March 14-Sept 15</p> <p>POC Info: (b) (6) [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>

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	(b) (4)	
3.3.2	<p><b>Performance Tracking:</b> (b) (4)</p>	<p>Contract/Order Number: GSQ0013AH1020;GSQ0015AH1002</p> <p>Dollar Value: \$73,960.00</p> <p>PoP: March 14-Sept 15</p> <p>POC Info: (b) (6)</p>
3.4.1	<p><b>Data Management and Analytical Support:</b> (b) (4)</p>	<p>Contract/Order Number: GS-23F-9763H/ GSQ0013AH1020 (original); GS10FAA089/ GSQ0015AH1002 (follow-on); and GS-00F-143CA/GS10FCA006/GS-00F-143CA (consolidated)</p>

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	(b) (4)	schedule update)  Dollar Value: \$1,396,641.00; follow-on: \$3,473,154.00  PoP: July 13 - Nov 16  POC Info: (b) (6)
3.5.1	Category Expertise Support: (b) (4)	Contract/Order Number: N/A; if contacting reference refer to project title "A.T. Kearney engagement The Dow Chemical Company"  Dollar Value: \$35,000,000.00  PoP: Jan 07-Present  POC Info: (b) (6)

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	customer satisfaction across the board. The Procurement capability was leveraged for recent merger integration synergies and corporate cost transformation programs.	989-636-1000
3.6.1	<p><b>Supplemental Change Management Support:</b> (b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p><u>Organizational Strategic Planning:</u> We redesigned and rolled-out a new institution-wide performance management process, designed to create concrete changes in museum efficiencies. Enhancing performance management was identified as a key way to shift the organizational culture's lack of accountability. We proposed multiple strategies (such as supervisor/staff communication training, goal setting practices, and a culture of ad hoc feedback) and redesigned the organization's core competency framework. <u>Strategic Communications Planning and Implementation Support:</u> Our team developed customized communication strategies in an effort to provide USHMM staff with relevant, accurate, consistent, and timely information. The team developed "Fast Track" e-mail content to provide highlights of operational changes and link audiences to additional information, with the messages distributed by the Executive Director. The outcome of these efforts was improved awareness of changes to policy, procedure, and process. <u>Stakeholder Analysis and Persona Development:</u> We performed an assessment of stakeholders and identified key audiences to reach out to in order to create buy-in for the purposed changes. This included identifying the stakeholder personas, considering the unique characteristics across each group, charting the relevant influence and interest levels, and summarizing informational needs and preferred communication vehicles. <u>Organizational Design and Operational Concepts:</u> The team initially identified gaps and designed future-state process models within each area, spanning the museum's human capital strategy to financial operations. In establishing a new constituent relationship management (CRM) organization and technology, we defined the organizational vision, identified the appropriate structure and leadership, supported recruitment of relevant roles, and addressed the resulting workforce development needs. <u>Change Leadership:</u> The team designed and implemented a change management strategy for establishing the Museum's new CRM organization. This involved developing an implementation plan for execution of the new organizational structure and providing advisory and workshop facilitation services to CRM senior leadership. <u>CM Meeting Facilitation:</u> We facilitated bi-weekly meetings with various USHMM stakeholders in order to establish the change management roadmap including collaboratively reviewing and refining the proposed approach and timeline. The team also facilitated weekly meetings with senior leadership in order to help define the construct of the CRM organization. <u>Coaching and Mentoring:</u> We mentored senior USHMM leadership on change management best practices. Most notably, the team coached leadership across all impacted business areas in how to effectively communicate messages to staff using various mediums (such as in-person division meetings, email, and one-on-one discussions). <u>Transition Impact Analysis and Planning:</u> The team supported successful piloting and adoption of transition initiatives across the organization by providing stakeholder analysis, change management planning, training, leadership development, strategic communications planning, and implementation support. We remained rooted in select business areas to support the transition from within, allowing the new processes to organically take hold. <u>Adoption Assessment and Support:</u> Our team successfully stood up the Museum's business improvement program to manage ongoing change initiatives. We continue to engage with the Museum in an advisory capacity to maintain adoption and lend support as operational challenges occur.</p> <p>(b) (4)</p> <p>(b) (4)</p>	<p>Contract/Order Number: NC-9531-14-0039</p> <p>Dollar Value: \$1,719,052.00</p> <p>PoP: June 14-Mar 16</p> <p>POC Info: (b) (6)</p> <p>(b) (6)</p> <p>(b) (6)</p> <p>(b) (6)</p>

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	(b) (4)	
3.7.1	<p><b>Supplemental Communications Support:</b> Eagle Hill, as a prime contractor, provides communications support to the U.S. Customs and Border Protection (CBP), Automated Commercial Environment (ACE) Business Office. We support the ACE Business Office (ABO) in preparing stakeholders for the impacts associated with a full transition to the ACE trade processing system. These changes impact daily operations for more than 300 ports across the country, upwards of 50 government agencies, and tens of thousands of trade community stakeholders. <u>Manage Communications in Category Working Groups:</u> Our team develops customized communication strategies to provide internal and external ACE stakeholders with relevant, accurate, consistent, and timely information. To-date, the team has created communications materials with graphical elements that enhance the delivery of messages. Examples include an ACE Basics flyer that provides a 1-page guide for new ACE users, which has become one of the most downloaded products for the ABO, as well as the successful revamp of an ACE information publication – reengineered as a consolidated set of information sheets. All outreach publications are made accessible on the respective audiences’ online resource. <u>Managing Employee Communications and Engagement:</u> We developed, and continue to maintain and enhance, a user friendly, comprehensive, ACE-branded SharePoint site. The site provides thousands of CBP stakeholders with access to all ACE-related information and resources, achieving over 5,000 site visits/month. <u>Providing Category or Portfolio-Specific Feedback:</u> Our communication plan is assessed regularly to ensure an actionable approach that integrates communications activities with training requirements and deployment milestones. We employ a “continuous improvement” approach in all client engagements, tuning in to audience feedback in order to pinpoint communication gaps, improve content, and enhance future planning. <u>Participating in Cross-Cutting Communication Meetings:</u> The team established and ran weekly meetings to actively identify and plan activities the ABO should be delivering to best prepare each impacted stakeholder group, including communications strategy. This planning process results in activity “checklists” across 4 primary areas of deployment support, with approximately 3-8 standard products, tools, or strategies typically considered for a deployment. <u>Aligning Other Communication Initiatives to the CM PMO:</u> We utilize the ACE network as an additional communication channel for ACE updates to the field, including the coordination of a targeted outreach initiative that supports ACE system transition efforts across thousands of stakeholders. <u>Leverage the Overarching Communications Plan and Stakeholder Analysis:</u> The team develops customized strategies to target both internal and external stakeholder groups for each deployment. The plans are assessed regularly to ensure an actionable approach that aligns communications activities to ACE milestones and provides ACE stakeholders with relevant, accurate, consistent, and timely information; examples include materials such as user guides, detailed information graphics, and email messages. <u>Providing Facilitation Support:</u> We helped to define the membership charter for a change network, support a monthly network meeting, and utilize the network as an additional communication channel for ACE updates to the field. Each month, our team develops agenda topics, talking points, and meeting handouts, and facilitates meeting topics.</p> <p>(b) (4)</p>	<p>Contract/Order Number: GS-10F-0083V; TO: HSBP1015F00058</p> <p>Dollar Value: \$3,970,209.00</p> <p>PoP: Mar 15-Mar 17</p> <p>POC Info: (b) (6)</p>



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4.1.1	<p><b>Strategic Direction and Vision:</b> (b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p><u>CONOPS and Charter:</u> To build the strategic vision, our team and the GSA Office of Strategic Innovation (later, also with CAP) immersed in more than 40 empathy-building interviews with GSA’s agency customers, senior procurement leaders, specifiers, program managers, contracting officers and key stakeholders. We then pursued a customer-centric approach to designing the strategy and new digital services within CAP. In the strategy development process, we designed an initial frame-work for the CONOPS, including defined strategy statements, goals, roadmap, and recommended responsibilities. These documents were the foundation that the PMO built into a detailed CONOPS and Charter for CAP. <u>Governance Structure:</u> The strategy guided the roll-out of CAP, including the Acquisition Gateway, the category hallways, and other services. Designing the initial Governance concept, we worked collaboratively with CAP, Category Management PMO, and FAS Leadership Council to ensure this IT strategy aligned with agency-wide goals, and created diagrams to describe how CAP and category management’s goals, roles, and responsibilities aligned. The PMO later leveraged this design framework to create a formal governance structure that has been continuously revised as FAS and government needs evolved. <u>FAS Category Structure:</u> Our team refined the initial vision and designs for the Category Hallways as the category structure of 17 category teams was refined according to spend taxonomy, qualitative category boundaries and ideal regional leadership. This included analyzing interviews with FAS customers about how users and vendors themselves think about the categories, and creating customer journey maps for navigation through this category structure using the Acquisition Gateway. <u>Government-Wide Category Structure:</u> We advised FAS leadership on stakeholder outreach both within FAS and with OMB and other interagency councils like the Category Management Leadership Council, and refined the initial vision and designs for the Acquisition Gateway and the Category Hallways to meet key government-wide stakeholder needs. <u>Operating Model:</u> We collaboratively built an operating model, implementation roadmap, and change management guidelines for the new digital services, including immediate, near-term, and long-term development for each organization involved. <u>Communities of Practices and Charters:</u> Our team facilitated work sessions with the first 4 FAS category teams to define initial goals and priorities for their categories and guide development of content for the Category Hallways. <u>Review Current PMO Processes:</u> We provided expert advice to CAP as they conducted strategic planning exercises to determine the need for new digital services, prioritize features, update roadmaps and scale adoption.</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p>	<p>Contract/Order Number: FEDSIM Project IA13026GSM, Task Order GST0013AJ01 03</p> <p>Dollar Value: \$2,445,734.72</p> <p>PoP: July 13 - Aug 2014</p> <p>POC Info: (b) (6)</p> <p>(b) (6)</p> <p>(b) (6)</p> <p>(b) (6)</p>
4.1.2	<p><b>Training:</b> (b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p>	<p>Contract/Order Number: GS-10F-0256V; TO: GST0011AJ00</p>

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4.1.4	<p><b>Support Spend Analysis:</b> (b) (4)</p>	<p>Contract/Order Number: GS10F06LPA 0006/ HSBP11-08-F- 24254 and HSHQDC13A 00004</p> <p>Dollar Value: \$11,279,582.0 0</p> <p>PoP: Sept 10- Sept 17</p> <p>POC Info: (b) (6)  </p>
4.2.1	<p><b>Category Management Expertise Support:</b> (b) (4)</p>	<p>Contract/Order Number: AG- 3144-B-14- 0014</p> <p>Dollar Value: \$4,797,368.00</p> <p>PoP: Sept 14- July 15</p> <p>POC Info: (b) (6) </p>

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	<p>developed weighted criteria for evaluating the leases. This resulted in the identification of 188 high-priority leases. <b>Results and Benefits.</b> We identified 8-10% in recurring cost savings with a pipeline of specific opportunities to implement within the next 12-24 months. Our SMEs developed detailed insights into the Facility Leasing category that enables USDA to deliver cost savings and reach OPPM's reduced space and utilization targets. Specifically for the USDA's Facilities Leases category, we identified CM opportunities in 15,000 property leases with over \$475 million in annual spend. With USDA (and in collaboration with GSA), we analyzed the entire USDA lease footprint to identify and quantify a pipeline of savings opportunities that would also achieve OPPM's recently-stated policy to reach a utilization target of 150 Usable Square Feet (USF) for office space and reduce the footprint by 7.5%.</p>	
4.3.1	<p><b>Support Ad Hoc Analyses:</b> (b) (4)</p> <p><u>Government-Wide and Agency-Specific Spend Analyses:</u> We track spending patterns for the 10 largest spending agencies and are working on consolidating professional services contracting activities to reduce inefficiencies, increase cost savings, and reduce redundancies. Our team is developing a comprehensive price list for Professional Services that will reduce the market research timeline for procurements, as well as providing acquisition professionals with the tools to develop more comprehensive Independent Government Cost Estimates (IGCEs). <u>Actual Prices Paid and Contract Pricing Analyses:</u> We are evaluating actual prices paid and provide contract pricing analyses in an effort to capture cost savings utilizing established contract vehicles versus acquiring professional services on the open market. Our team is working with GSA to establish an average dollar figure for cost savings based on utilizing existing GWACs versus conducting open market acquisitions. We identified an average of \$1 million in savings utilizing established GSA contract vehicles for large \$50 million professional service contracts. <u>Business Case Development:</u> We are finalizing the business case for PSCM by revising the project plan to include the most accurate information, complete a financial analysis of the program's costs and budget, and create the project overview and requirements section of the business case. Additionally, we have provided a comprehensive analysis of alternatives, strategic alignment, performance analysis, organizational analysis and effects, and the project management and implementation. We facilitated the project team review of the business case and developed an executive summary for review. Through the business case processes, our team has identified significant areas of overlapping acquisitions being purchased and gaps in communication between the 10 major spend organizations. The business case shows the cost savings in developing the PSCM hallway to streamline the acquisition process throughout the government and to provide acquisition professionals a location to find commonly acquired services and the best and most frequently used vehicles to obtain those services. <u>Performance Metrics Dashboard Development:</u> Using Google Pages, Sites, and Sheets (Excel for Google), we helped create and maintain a performance dashboard of upwards of 400 metrics for PSCM. We identified key metrics to display via stakeholder analysis, verified the metrics were accurate, and added values. Our team provides operational support to develop and maintain the dashboard. <u>Transition Impact Analyses:</u> We review FAS PMO communications materials regarding transition impact to ensure that ITS internal messaging to employees was in alignment with industry best practices. <u>Benchmarking Analyses:</u> We work with GSA to develop a central repository for all benchmarking analyses to reduce inefficient redundancies for PSCM. Our team performs quality analyses of current acquisition policies to determine where consolidation for PSCM can take place to provide cost savings.</p> <p>(b) (4)</p>	<p>Contract/Order Number: Subcontract CCGPSA_E3F EDERAL1501 under GSA CTA #GS- 10F-AA076</p> <p>Dollar Value: \$1,697,640.00</p> <p>PoP: March 15- Feb 19</p> <p>POC Info: (b) (6)</p>

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	<p>previously exist. Our efforts support the automation of the linkages to help ensure the most current data is provided and reduces duplication of effort of government employees who have to report the data. We have the intimate knowledge of GSA operations, Category Management initiatives, and tactical support required for ad hoc requests.</p>	
4.4.1	<p><b>Overarching Change Management Support:</b> (b) (4)</p> <p><u>Organizational Design/Alignment:</u> We assisted with the design and in-progress implementation of a FAS strategic organizational realignment to better support CM’s adoption. This organizational design was driven by a Tiger Team of GSA SMEs who identified gaps, developed recommendations, and then implemented those recommendations.</p> <p><u>Stakeholder Impact:</u> The team conducted several stakeholder impact activities across FAS, such as the identification of stakeholder personas, creation of a Responsibility Assignment Matrix (RACI), the development of stakeholder feedback mechanisms, and design of a “Re-Skilling” journey defining the skillsets observed at various stakeholder proficiency levels for the CM phases within the operating model.</p> <p><u>Change Leadership:</u> We implemented cross-cutting change initiatives to support the understanding and adoption of FAS key stakeholders to the principles of CM, including the implementation of a mentoring program and recruitment strategy.</p> <p><u>Training:</u> Our team created a self-paced, interactive, computer-based training titled “Category Management Fundamentals,” to assist stakeholders with the change. At the FAS Commissioner’s request, the training is strongly recommended for all 3,500 FAS employees. To date, over 2,200 users have completed the course; 80% of responded in follow-up survey that they now can successfully explain the mission and benefits of CM.</p> <p><u>Transition Impact Management and Government-wide Adoption/Impact:</u> Our personnel has supported FAS by developing a FY2016 change management strategy for the FAS Acquisition Gateway. This strategy is designed to grow and strengthen CM knowledge across external Federal customers, supporting adoption goals, such as Gateway and Hallway Adoption.</p> <p><u>Workforce Capability Development Plan:</u> The project team conducted a strategic organizational assessment to align FAS’s workforce to the principles of CM. A Tiger Team of 12 GSA SMEs with cross-cutting knowledge of FAS and organizational design was formed to conduct the assessment and develop recommendations. Key outcomes included: performing a comprehensive analysis of more than 600 FAS functional statements to identify current state business line, regional, and non-category office functions; mapping more than 200 functions to the centrally reporting, cross-functional, and regional reporting, and leading socialization measures with key stakeholders, including numerous briefings with executive leadership.</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p> <p>(b) (4)</p>	<p>Contract/Order Number: GS04Q15DBC 0010</p> <p>Dollar Value: \$3,948,718.00</p> <p>PoP: Jan 15- Jan 18</p> <p>POC Info: (b) (6)</p> <p>(b) (6)</p> <p>(b) (6)</p> <p>(b) (6)</p>
4.5.1	<p><b>Overarching Communications Strategy and Support:</b> (b) (4)</p> <p>(b) (4)</p> <p><u>CM Communications Plan:</u> This natural collaboration between our teams has allowed the teams to integrate and optimize FAS communications about the transition to CM and alignment with the 10 government-wide categories, providing clear and coordinated outreach to staff while avoiding common errors, such as the distribution of too frequent or conflicting messages.</p> <p><u>Stakeholder Engagement Plan:</u> To ensure an effective, overarching communications strategy, we established weekly, cross-cutting communications meetings between</p>	<p>Contract/Order Number: GS04Q15DBC 0010</p> <p>Dollar Value: \$3,948,718.82</p>

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	<p>parallel FAS projects (such as the Strategic Realignment and Workforce Transformation project within the FAS Commissioner’s office) and internal communication SMEs, including members of the Office of Communications, to maintain ongoing alignment of communication efforts, allowing for easier “piggybacking” of messages and regular checks on communication frequency and consistency. We also conducted a detailed Communication Vehicles Assessment to determine best-fit vehicles to achieve staff engagement. The assessment identified gaps in media and developed solutions for audiences that FAS was unable to reach, such as Salesforce chatter and message boards. <a href="#">CM Editorial Calendar and Message Map</a>: Our team assisted with the creation of message maps, editorial calendars, working groups, and briefing decks tailored to internal and external audiences. We have successfully built, and continue to execute, a comprehensive and coordinated communications approach. <a href="#">CM Communications Materials</a>: Our efforts create and utilize both proven and innovative communication channels, including InSite posts, newsletters, town halls, videos, emails, blogs, placemats, chatter posts, and posters. <a href="#">Maintaining a Shared Collaborative CM Site</a>: We leveraged the concepts of content marketing, developed robust customer personas, and developed and deployed a self-paced interactive, computer-based CM training for all GSA employees, stored on the CM intranet. <a href="#">Ad Hoc Communications</a>: Often with short deadlines, we develop communications, as needed, to address CM news, such as major category team announcements and Acquisition Gateway events and releases.</p> <p>(b) (4)</p> <p>[REDACTED]</p>	<p>PoP: Jan 15- Jan 18</p> <p>POC Info: (b) (6)</p> <p>[REDACTED]</p>
4.6.1	<p><b>PMO Benchmarking:</b> (b) (4)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] <a href="#">Compare GSA/FAS Against Industry Leaders</a>: We developed a benchmarking plan for FAS and Public Building Service (PBS) customer-centered account management. We conducted secondary research of private industry and public sector best practices and primary research interviews with industry experts and leading account management organizations, including Salesforce and Google. We interviewed FAS stakeholders to create a journey map of customer touch points and needs, developed a FAS account management process map, and ultimately provided customer experience (CX) recommendations for FAS roles, responsibilities, training needs, and performance metrics to incorporate industry best practices. Our team assisted with benchmarking FAS’s vendor management strategy and services against industry best practices, analyzed vendor needs, created a vendor journey framework and made recommendations on how to improve CX in vendor management. <a href="#">Compare GSA/FAS Against Other Federal Agencies</a>: In addition to industry best practices, we incorporated assessment of other agencies into the benchmarking plan for FAS and PBS customer-centered account management. This involved conducting interviews with external stakeholders and customers to assess the account management services of FAS versus other agencies.</p> <p>(b) (4)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Contract/Order Number: GSH1414AA0 021</p> <p>Dollar Value: \$140,000.00</p> <p>PoP: Oct 14- Dec 14</p> <p>POC Info: (b) (6)</p> <p>[REDACTED]</p>



### **Consolidated List of Changes to Volume I**

In accordance with the instructions in the Confer Session and Revised Quotes document, Team E3 has made edits on the following SOW examples.

- 3.2.1 Total Cost Management
- 3.4.1 Data Management and Analytical Support

Category Management Support Services (CMSS) Multiple Award BPA Pricing Matrix ITQ Attachment 2
<p><b>Instructions:</b> First read ITQ sections 1.3, 1.4, 2.2 and 2.3 for Instructions and Evaluation Criteria.</p> <p><b>Column B (Tabs 1 and 2)</b> The Quoter shall identify the Prime or CTA members' Labor Category on Schedule, the applicable Schedule and SIN Number, and identification of member's role (Prime or CTA Member).</p> <p><b>Tab 1, Column F:</b> Confirmation each quoted labor category from Schedule meets the minimum CMSS BPA Skill Set requirements (Position Description, Experience Level, and Education Level).</p> <p><b>Tab 1, Columns G - K:</b> Provide all quoted Labor Rates for all Labor Categories throughout BPA term.</p> <p><b>Tab 1, Column L:</b> Estimated Level of Effort from IGE (1 FTE = 2080 Hours) for Evaluation Purposes Only. -- DO NOT ALTER--</p> <p><b>Tab 2, Columns C - G:</b> Indicate awarded Schedule rates <i>or</i> indicate Schedule rates are not currently awarded (at time of BPA quote submission) by typing "Not Currently Award".</p> <p><b>Example Given:</b> In the example given, a CTA arrangement exists and Tab 1 and Tab 2 have been filled out per the instructions provided. CTA Member Y's awarded GSA Schedule rates are only on Schedule through Option Year 2. Therefore in Tab 2, the awarded Schedule rates are provided for the Base Year, Option Year 1 and Option Year 2 while "Not Currently Award" is reflected for Option Year 3 and Option Year 4. However, all CMSS quoted Labor Rates have still been quoted throughout the term of the BPA in Tab 1.</p> <p>CTA Member X's awarded Schedule rates extend throughout the term of the BPA. Therefore, all awarded Schedule rates are provided in Columns C - G of Tab 2, and the CMSS Labor Rates have been quoted throughout the term of the BPA in Columns G - K.</p> <p><b>Note:</b></p>

CMSS Labor Category	Prime or CTA Schedule Labor Category (include Schedule #, SIN, and Role)	Minimum Skill Set Requirements			Quoted Schedule Labor Category at least meets all Minimum Skill Set Requirements? (Yes or No)	Year 1	Year 2	Year 3	Year 4	Year 5	IGE's Level of Effort (FTEs) for Evaluation
		Min. Position Description Requirements	Min. Experience	Min. Degree		BPA Hourly Rate	BPA Hourly Rate	BPA Hourly Rate	BPA Hourly Rate	BPA Hourly Rate	
Data Analyst 1	<i>Analyst II - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data cleansing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.	1 Year	Bachelors Degree	Yes	(b) (4)					9
Data Analyst 2	<i>Analyst III - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data cleansing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.	3 Years	Bachelors Degree	Yes						9
Data Analyst 3	<i>Analyst IV - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles to address client needs. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles.	5 Years	Bachelors Degree	Yes						1
Business Analyst 1	<i>Subject Matter Expert I - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reports, spreadsheets, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Analysis performed will support projects in Supplier Management, Strategic Sourcing, Total Cost Management, and Demand Management Strategies.	1 Year	Bachelors Degree	Yes						9
Business Analyst 2	<i>Subject Matter Expert II - E3 Federal Solutions, LLC. GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reports, spreadsheets, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Analysis performed will support projects in Supplier Management, Strategic Sourcing, Total Cost Management, and Demand Management Strategies.	3 Years	Bachelors Degree	Yes						15
Business Analyst 3	<i>Subject Matter Expert III - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	Senior expert with extensive knowledge and experience that prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reports, spreadsheets, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Analysis performed will support projects in Supplier Management, Strategic Sourcing, Total Cost Management, and Demand Management Strategies.	5 Years	Bachelors Degree	Yes						7
Technical Writer	<i>Subject Matter Expert I - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	Develop and deliver objective content, written in plain language that resonates with clients and customers and helps them find relevant answers. Provides general-purpose administrative and clerical support for project tasks. May include word processing, graphics, desktop publishing, editing, and coordination.	2 Years	Some College	Yes						9
SME	<i>Executive Advisor - Eagle Hill Consulting, LLC GS-10F-0083V, 874-1, CTA Member Eagle Hill Consulting, LLC</i>	Provide technical, business, and market expertise for any category. Provide insight into best practices, guidance on category strategy, stakeholder needs assessment, specific content for hallway posting, and expertise in their specified category market space. They are integral in gathering, understanding and translating category intelligence to shape FAS business strategies and continuously improve FAS offerings, channels to market and content on the respective hallways.	10 Years	Masters Degree	Yes						3
Project (Content) Manager	<i>Subject Matter Expert III - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	Liaison to the Acquisition Gateway* (AG) for identifying, collecting and coordinating content. Identify top customers and the information those customers need to see when visiting the category hallway. Solicit customer and category team feedback on content and modify hallway content based feedback. Regularly review hallway content to ensure accuracy, freshness, and relevance; obtain all necessary approvals for posting content. Recommend and document hallway content review, maintenance and retirement guidelines.	5 Years	Bachelors Degree	Yes						9
Project Manager	<i>Engagement Manager - Eagle Hill Consulting, LLC GS-10F-0083V, 874-1, CTA Member Eagle Hill Consulting, LLC</i>	Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project.	8 Years	Bachelors Degree	Yes						10
Program Manager	<i>Executive Advisor - Eagle Hill Consulting, LLC GS-10F-0083V, 874-1, CTA Member Eagle Hill Consulting, LLC</i>	Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.	10 Years	Bachelors Degree	Yes						0.5
Training Specialist	<i>Training Subject Matter Expert II - E3 Federal Solutions, LLC GS-00F-151CA, 874-4, CTA Member E3 Federal Solutions, LLC</i>	objectives. Provides direct instruction and training to customers on services, procedures, processes, techniques, tactics, products or skill development. Assignments may include needs analysis, custom course development, development of criteria for evaluating the effectiveness of course objectives, and evaluation and learning assessments. Collaborates with customer or internal functional organization to develop, enhance and/or evaluate new or existing learning objectives and course content. May create course content, training materials, visual aids and documentation to support a variety of instructional formats such as lecture, lab exercises, field training, computer-based training (CBT), and/or web-based training (WBT). May develop exam materials and may be responsible for testing and qualitative evaluation of participant's attainment of learning objectives. Monitors and evaluates training programs, assesses results, and implements enhancements as needed. Trainer may also administer training programs to meet student needs, which may require post-training follow up to determine applicability of course material or training approaches. Works under limited direction. Normally receives no instruction on routine work, general instructions on new assignments.	4 Years	Bachelors Degree	Yes						1
Training Manager	<i>Training/Facilitator I - Amyx, Inc. GS-10F-0019N, 874-4, CTA Member Amyx, Inc.</i>	Manages the implementation and operation of the training programs, practices and procedures for training personnel. Responsible for staff development, supervision, and management. Designs and administers training programs to train all levels of personnel. Responsible for the development, testing, and maintenance of training curriculum to instruct customer personnel on the utilization of customer products or services. Responsible for reviewing course content, training materials and documentation. Works on complex problems where analysis of situations or data may require an in-depth evaluation of various factors. Exercises judgment within defined practices and policies in selecting methods, techniques and evaluation criteria for obtaining results.	8 Years	Bachelors Degree	Yes						1

Tab 1-BPA Quoted Labor & Rates

E3 Federal Solutions' Volume 2 Pricing Response for ID04150049_Attachment 2_Confer Session Updates											
	Prime or CTA	Minimum Skill Set Requirements			Quoted Schedule Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5	IGE's Level of
Facilator	Managing Consultant - Eagle Hill Consulting, LLC GS-10F-0083V, 874-1, CTA Member Eagle Hill Consulting, LLC	Facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in: the use of problem solving techniques, defining and refining the agenda, debriefing and overall meeting planning, resolving disputes, disagreements, and divergent views, logistical meeting/conference support when performing technical facilitation, convening and leading large and small group briefings and discussions, providing a draft for the permanent record, recording discussion content and focusing decision-making; and preparing draft and final reports for dissemination.	7 Years	Bachelors Degree	Yes	(b) (4)					0.25
Change Manager	Subject Matter Expert III - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC	Interfaces with the clients on project issues. Provides in-depth, knowledge, expertise and direction in strategy, organizational transformation, process improvement, program management and change management. Directs activities to plan, manage and implement projects. Manages complex projects and identifies solutions. Provides expertise to the project in the areas of delivering process and productivity improvement solutions, facilitation of large and small groups, developing business and strategic plans, and developing briefings and reports on policy. Works with government personnel and managers to assure high-quality project outcomes are delivered on-time and to achieve project objectives. Leads business and strategic plan development, risk analysis, performance measurement and best practice analysis.	5 Years	Bachelors Degree	Yes						1

CMSS Labor Category	Schedule Labor Category (schedule labor category and vendor's SIN)	Year 1	Year 2	Year 3	Year 4	Year 5
		Schedule Rate	Schedule Rate	Schedule Rate	Schedule Rate	Schedule Rate
Data Analyst 1	<i>Analyst II - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>	(b) (4)				
Data Analyst 2	<i>Analyst III - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>					
Data Analyst 3	<i>Analyst IV - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>					
Business Analyst 1	<i>Subject Matter Expert I - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>					
Business Analyst 2	<i>Subject Matter Expert II - E3 Federal Solutions, LLC. GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>					
Business Analyst 3	<i>Subject Matter Expert III - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>					
Technical Writer	<i>Subject Matter Expert I - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>					
SME	<i>Executive Advisor - Eagle Hill Consulting, LLC GS-10F-0083V, 874-1, CTA Member Eagle Hill Consulting, LLC</i>					
Project (Content) Manager	<i>Subject Matter Expert III - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC</i>					
Project Manager	<i>Engagement Manager - Eagle Hill Consulting, LLC GS-10F-0083V, 874-1, CTA Member Eagle Hill Consulting, LLC</i>					
Program Manager	<i>Executive Advisor - Eagle Hill Consulting, LLC GS-10F-0083V, 874-1, CTA Member Eagle Hill Consulting, LLC</i>					

Tab 2 - Schedule Labor & Rates

	Schedule Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Training Specialist	Training Subject Matter Expert II - E3 Federal Solutions, LLC GS-00F-151CA, 874-4, CTA Member E3 Federal Solutions, LLC	(b) (4)				
Training Manager	Training/Facilitator I - Amyx, Inc. GS-10F-0019N, 874-4, CTA Member Amyx, Inc.					
Facilator	Managing Consultant - Eagle Hill Consulting, LLC GS-10F-0083V, 874-1, CTA Member Eagle Hill Consulting, LLC					
Change Manager	Subject Matter Expert III - E3 Federal Solutions, LLC GS-00F-151CA, 874-1, CTA Member E3 Federal Solutions, LLC					





Volume II: Price

***Revised Proposal in response to:***

General Services Administration

Category Management Support Services, Multiple-Award Blanket Purchase Agreement

RFQ ID04150049

March 11, 2016

***Submitted to:***

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Susan.humann@gsa.gov

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*This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of-or in connection with the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in all sheets of this volume.*

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## **Additional Supporting Documentation – Price Volume Updates**

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(b) (4)

[Redacted content]

## **A. Mandatory Pricing Matrix - Attachment 2**

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Please see attached Excel file.

## **B. Pricing Narrative**

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Team E3 is led by E3 Federal Solutions, LLC (E3), a VOSB under the GSA Professional Services (PSS) Schedule, as the Contract Team Arrangement (CTA) Team Lead, and CTA members Eagle Hill Consulting (Eagle Hill), Amyx, Inc. (Amyx) and Jump Associates, LLC (Jump). (b) (4)

(b) (4) Team E3 is committed to providing the General Services Administration (GSA), Federal Acquisition Service (FAS) with high quality, best value services to support the implementation of Category Management with GSA and across the Federal Government.

Team E3 offers GSA a "Total Category Management Solution" with experts who have experience in federal, commercial, and international category management best practices. Team E3 has unique visibility and tactical experience in the category management initiative underway at GSA today which will result in reduced on-ramping time. Our industry thought leaders are available to work with stakeholders on day one of contract award.

Team E3's technical capability expertise leverages our knowledge of GSA Category Management, combined with our experience and expertise in program management, data management analytical support, Acquisition Gateway support, and strategic communications. Team E3's readily available staff has the technical skills, experience, and ability to execute the requirements within the Statement of Work and deliver work products of high quality and on time.

Our vast experience delivering high quality resources and solutions, on time and within budget, ensures our proposed price is both fair and reasonable and will provide high-quality, low-risk task order staffing to GSA.

### **C. Price Rationale**

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Team E3 clearly understands the required tools, processes, and policies that are necessary to provide a foundation and framework to efficiently manage the team in order to deliver meaningful results for GSA FAS. We are prepared to assist GSA FAS in meeting its goals of implementing category management and other business management support functions across the agency and Government that result in measurable improvements in project and program performance and process outcomes towards achieving GSA FAS goals.

Team E3's pricing justification and the development of our price consisted of the following steps to develop the most fair and reasonable price for GSA:

(b) (4)



Based on Team E3's experience with various GSA offices for projects of similar size and scope, Team E3 was able to propose discounts to our respective Professional Services Schedule labor rates since we are familiar with the market of professionals who provide these types of services. Team E3's experience delivering similar resources, on-time and within budget, demonstrates our proposed prices are fair and reasonable for the performance of the requirements and as proposed in the technical submission.

### **C. Discounts**

---

(b) (4)



### **D. Escalation**

---

(b) (4)



## **E. Assumptions**

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- E3 agrees to all terms, conditions, and provisions of the solicitation.

(b) (4)



- Team E3 will adhere to all rates proposed in Attachment 2 and will ensure conformance to the BPA rates for the life of the BPA.

## **Appendix 1 – E3 Federal Solutions, LLC—GSA Professional Services Schedule**

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Please see the following pages for E3’s GSA Schedule GS-00F-151CA. We have highlighted the applicable Schedule labor categories quotes.





## E3 FEDERAL SOLUTIONS LLC

### PROFESSIONAL SERVICES SCHEDULE

520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-17	520-17RC	Risk Assessment and Mitigation Services
520-21	520-21RC	Program Management Services
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-7	871-7RC	Construction Management and Engineering Consulting Related to Real Property
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

#### **General Services Administration Federal Acquisition Service Authorized Federal Supply Schedule Price List**

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

#### **Federal Supply Group: 00CORP**

**Contract Number:** GS-00F-151CA  
**Contract Period:** May 28, 2015 – May 27, 2020  
**Contractor:** E3 Federal Solutions, LLC  
8281 Greensboro Drive, Suite 400  
McLean, VA 22102 5211

**Business Size:** Small, Veteran-Owned Business

**Telephone:** (571) 551-2710  
**Fax Number:** (800) 670-5245  
**Web Site:** [www.e3federal.com](http://www.e3federal.com)  
**E-mail:** [ejohnson@e3federal.com](mailto:ejohnson@e3federal.com)  
**Contract Admin:** Everett S. Johnson

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:

<http://www.GSAAdvantage.gov>.

## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s):**

SIN	Recovery	SIN Description
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-17	520-17RC	Risk Assessment and Mitigation Services
520-21	520-21RC	Program Management Services
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-7	871-7RC	Construction Management and Engineering Consulting Related to Real Property
874-1	874-1RC	Integrated Consulting Services
874-4	871-4RC	Training Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
- 2. Maximum Order:** \$1,000,000.00
  - 3. Minimum Order:** \$100.00
  - 4. Geographic Coverage (delivery Area):** Domestic and Overseas
  - 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
  - 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Price List (Page 5).
  - 7. Quantity discounts:** None Offered
  - 8. Prompt payment terms:** Net 30 days

- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
- 10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
- 12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).**
- 14. **Payment address:** Same as company address
- 15. **Warranty provision.:** Contractor's standard commercial warranty.
- 16. **Export Packing Charges (if applicable):** N/A
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A

21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/): N/A
25. **Data Universal Numbering System (DUNS) number:** 170945823
26. **Notification regarding registration in System for Award Management (SAM) Database:** Registered
27. **Final Pricing:** The rates shown on the next page include the Industrial Funding Fee (IFF) of 0.75%.

### LABOR CATEGORY RATES FABS SINS - Customer Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Manager II	\$ 217.40	\$ 222.62	\$ 227.96	\$ 233.43	\$ 239.03
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Manager I	\$ 168.39	\$ 172.43	\$ 176.57	\$ 180.81	\$ 185.15
520-11, 520-12, 520-13, 520-17 & 520-21	Manager II	\$ 135.46	\$ 138.71	\$ 142.04	\$ 145.45	\$ 148.94
520-11, 520-12, 520-13, 520-17 & 520-21	Manager I	\$ 119.19	\$ 122.05	\$ 124.98	\$ 127.98	\$ 131.05
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Consultant II	\$ 108.36	\$ 110.96	\$ 113.62	\$ 116.35	\$ 119.14
520-11, 520-12, 520-13, 520-17 & 520-21	Senior Consultant I	\$ 89.93	\$ 92.09	\$ 94.30	\$ 96.56	\$ 98.88
520-11, 520-12, 520-13, 520-17 & 520-21	Project Manager	\$ 106.43	\$ 108.98	\$ 111.60	\$ 114.28	\$ 117.02
520-11, 520-12, 520-13, 520-17 & 520-21	Analyst	\$ 84.79	\$ 86.83	\$ 88.91	\$ 91.04	\$ 93.23
520-11, 520-12, 520-13, 520-17 & 520-21	Junior Analyst	\$ 59.85	\$ 61.29	\$ 62.76	\$ 64.26	\$ 65.81

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

### LABOR CATEGORY RATES PES SINS - Contractor Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
871-2, 871-3 & 871-7	Program Manager - IV	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Program Manager - III	\$ 105.48	\$ 108.54	\$ 111.69	\$ 114.93	\$ 118.26
871-2, 871-3 & 871-7	Program Manager - II	\$ 102.19	\$ 105.15	\$ 108.20	\$ 111.34	\$ 114.57
871-2, 871-3 & 871-7	Program Manager - I	\$ 88.83	\$ 91.41	\$ 94.06	\$ 96.79	\$ 99.60
871-2, 871-3 & 871-7	Project Manager - V	\$ 126.98	\$ 130.66	\$ 134.45	\$ 138.35	\$ 142.36
871-2, 871-3 & 871-7	Project Manager - IV	\$ 112.86	\$ 116.13	\$ 119.50	\$ 122.97	\$ 126.54
871-2, 871-3 & 871-7	Project Manager - I	\$ 79.36	\$ 81.66	\$ 84.03	\$ 86.47	\$ 88.98
871-2, 871-3 & 871-7	Program Analyst - IV	\$ 91.57	\$ 94.23	\$ 96.96	\$ 99.77	\$ 102.66
871-2, 871-3 & 871-7	Program Analyst - III	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Program Analyst - II	\$ 71.22	\$ 73.29	\$ 75.42	\$ 77.61	\$ 79.86
871-2, 871-3 & 871-7	Engineering Technician - V	\$ 125.02	\$ 128.65	\$ 132.38	\$ 136.22	\$ 140.17
871-2, 871-3 & 871-7	Engineering Technician - IV	\$ 111.92	\$ 115.17	\$ 118.51	\$ 121.95	\$ 125.49
871-2, 871-3 & 871-7	Engineering Technician - III	\$ 87.91	\$ 90.46	\$ 93.08	\$ 95.78	\$ 98.56
871-2, 871-3 & 871-7	Engineering Technician - II	\$ 77.83	\$ 80.09	\$ 82.41	\$ 84.80	\$ 87.26
871-2, 871-3 & 871-7	Engineering Technician - I	\$ 66.13	\$ 68.05	\$ 70.02	\$ 72.05	\$ 74.14
871-2, 871-3 & 871-7	Subject Matter Expert - IV	\$ 154.45	\$ 158.93	\$ 163.54	\$ 168.28	\$ 173.16
871-2, 871-3 & 871-7	Subject Matter Expert - III	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Engineering Analyst - V	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Engineering Analyst - IV	\$ 121.89	\$ 125.42	\$ 129.06	\$ 132.80	\$ 136.65
871-2, 871-3 & 871-7	Engineering Analyst - III	\$ 92.64	\$ 95.33	\$ 98.09	\$ 100.93	\$ 103.86
871-2, 871-3 & 871-7	Engineering Analyst - II	\$ 86.48	\$ 88.99	\$ 91.57	\$ 94.23	\$ 96.96
871-2, 871-3 & 871-7	Engineering Analyst - I	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Functional Analyst - V	\$ 132.27	\$ 136.11	\$ 140.06	\$ 144.12	\$ 148.30
871-2, 871-3 & 871-7	Functional Analyst - IV	\$ 101.74	\$ 104.69	\$ 107.73	\$ 110.85	\$ 114.06
871-2, 871-3 & 871-7	Functional Analyst - III	\$ 96.25	\$ 99.04	\$ 101.91	\$ 104.87	\$ 107.91



871-2, 871-3 & 871-7	Functional Analyst - II	\$ 78.14	\$ 80.41	\$ 82.74	\$ 85.14	\$ 87.61
871-2, 871-3 & 871-7	Functional Analyst - I	\$ 61.05	\$ 62.82	\$ 64.64	\$ 66.51	\$ 68.44
871-2, 871-3 & 871-7	Consultant - V	\$ 143.14	\$ 147.29	\$ 151.56	\$ 155.96	\$ 160.48
871-2, 871-3 & 871-7	Consultant - IV	\$ 123.01	\$ 126.58	\$ 130.25	\$ 134.03	\$ 137.92
871-2, 871-3 & 871-7	Consultant - III	\$ 85.46	\$ 87.94	\$ 90.49	\$ 93.11	\$ 95.81
871-2, 871-3 & 871-7	Consultant - II	\$ 76.31	\$ 78.52	\$ 80.80	\$ 83.14	\$ 85.55
871-2, 871-3 & 871-7	Technical Writer/Editor - II	\$ 53.86	\$ 55.42	\$ 57.03	\$ 58.68	\$ 60.38

## LABOR CATEGORY RATES MOBIS SINs - Customer Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
874-1, 874-6 & 874-7	Acquisition Manager I	\$ 80.91	\$ 83.01	\$ 85.17	\$ 87.39	\$ 89.66
874-1, 874-6 & 874-7	Acquisition Manager II	\$ 91.19	\$ 93.56	\$ 95.99	\$ 98.49	\$ 101.05
874-1, 874-6 & 874-7	Acquisition Manager III	\$ 107.29	\$ 110.08	\$ 112.94	\$ 115.88	\$ 118.89
874-1, 874-6 & 874-7	Acquisition Manager IV	\$ 124.21	\$ 127.44	\$ 130.75	\$ 134.15	\$ 137.64
874-1, 874-6 & 874-7	Acquisition Manager V	\$ 142.51	\$ 146.22	\$ 150.02	\$ 153.92	\$ 157.92
874-1, 874-6 & 874-7	Analyst I	\$ 70.46	\$ 72.29	\$ 74.17	\$ 76.10	\$ 78.08
874-1, 874-6 & 874-7	Analyst II	\$ 80.91	\$ 83.01	\$ 85.17	\$ 87.39	\$ 89.66
874-1, 874-6 & 874-7	Analyst III	\$ 91.46	\$ 93.84	\$ 96.28	\$ 98.78	\$ 101.35
874-1, 874-6 & 874-7	Analyst IV	\$ 113.30	\$ 116.25	\$ 119.27	\$ 122.37	\$ 125.55
874-1, 874-6 & 874-7	Contract Specialist II	\$ 90.33	\$ 92.68	\$ 95.09	\$ 97.56	\$ 100.10
874-1, 874-6 & 874-7	Contract Specialist III	\$ 107.21	\$ 110.00	\$ 112.86	\$ 115.79	\$ 118.80
874-1, 874-6 & 874-7	Contract Specialist IV	\$ 123.23	\$ 126.43	\$ 129.72	\$ 133.09	\$ 136.55
874-1, 874-6 & 874-7	Contract Specialist V	\$ 139.75	\$ 143.38	\$ 147.11	\$ 150.94	\$ 154.86
874-1, 874-6 & 874-7	Program Manager I	\$ 70.35	\$ 72.18	\$ 74.06	\$ 75.98	\$ 77.96
874-1, 874-6 & 874-7	Program Manager II	\$ 77.91	\$ 79.94	\$ 82.01	\$ 84.15	\$ 86.33
874-1, 874-6 & 874-7	Program Manager III	\$ 104.96	\$ 107.69	\$ 110.49	\$ 113.36	\$ 116.31
874-1, 874-6 & 874-7	Program Manager V	\$ 138.66	\$ 142.27	\$ 145.96	\$ 149.76	\$ 153.65
874-1, 874-6 & 874-7	Principal Consultant I	\$ 171.27	\$ 175.72	\$ 180.29	\$ 184.98	\$ 189.79
874-1, 874-6 & 874-7	Subject Matter Expert I	\$ 105.29	\$ 108.03	\$ 110.84	\$ 113.72	\$ 116.67
874-1, 874-6 & 874-7	Subject Matter Expert II	\$ 124.85	\$ 128.10	\$ 131.43	\$ 134.84	\$ 138.35
874-1, 874-6 & 874-7	Subject Matter Expert III	\$ 141.89	\$ 145.58	\$ 149.36	\$ 153.25	\$ 157.23
874-4	Training Subject Matter Expert III	\$ 150.18	\$ 154.08	\$ 158.09	\$ 162.20	\$ 166.42
874-4	Training Subject Matter Expert II	\$ 129.69	\$ 133.06	\$ 136.52	\$ 140.07	\$ 143.71
874-4	Training Subject Matter Expert I	\$ 93.40	\$ 95.83	\$ 98.32	\$ 100.88	\$ 103.50

## LABOR CATEGORY RATES MOBIS SINS - Contractor Site

SIN	LABOR CATEGORY	5/28/15 – 5/27/16	5/28/16 – 5/27/17	5/28/17 – 5/27/18	5/28/18 – 5/27/19	5/28/19 – 5/27/20
874-1, 874-6 & 874-7	Acquisition Manager I	\$ 94.26	\$ 96.71	\$ 99.23	\$ 101.81	\$ 104.45
874-1, 874-6 & 874-7	Acquisition Manager II	\$ 106.23	\$ 108.99	\$ 111.83	\$ 114.73	\$ 117.72
874-1, 874-6 & 874-7	Acquisition Manager III	\$ 124.99	\$ 128.24	\$ 131.57	\$ 134.99	\$ 138.50
874-1, 874-6 & 874-7	Acquisition Manager IV	\$ 144.70	\$ 148.46	\$ 152.32	\$ 156.28	\$ 160.35
874-1, 874-6 & 874-7	Acquisition Manager V	\$ 166.02	\$ 170.34	\$ 174.77	\$ 179.31	\$ 183.97
874-1, 874-6 & 874-7	Analyst I	\$ 82.08	\$ 84.21	\$ 86.40	\$ 88.65	\$ 90.96
874-1, 874-6 & 874-7	Analyst II	\$ 94.26	\$ 96.71	\$ 99.23	\$ 101.81	\$ 104.45
874-1, 874-6 & 874-7	Analyst III	\$ 106.54	\$ 109.31	\$ 112.15	\$ 115.07	\$ 118.06
874-1, 874-6 & 874-7	Analyst IV	\$ 131.99	\$ 135.42	\$ 138.94	\$ 142.56	\$ 146.26
874-1, 874-6 & 874-7	Contract Specialist II	\$ 105.24	\$ 107.98	\$ 110.78	\$ 113.66	\$ 116.62
874-1, 874-6 & 874-7	Contract Specialist III	\$ 124.89	\$ 128.14	\$ 131.47	\$ 134.89	\$ 138.39
874-1, 874-6 & 874-7	Contract Specialist IV	\$ 143.57	\$ 147.30	\$ 151.13	\$ 155.06	\$ 159.09
874-1, 874-6 & 874-7	Contract Specialist V	\$ 162.81	\$ 167.04	\$ 171.39	\$ 175.84	\$ 180.41
874-1, 874-6 & 874-7	Program Manager I	\$ 81.96	\$ 84.09	\$ 86.28	\$ 88.52	\$ 90.82
874-1, 874-6 & 874-7	Program Manager II	\$ 90.77	\$ 93.13	\$ 95.55	\$ 98.04	\$ 100.58
874-1, 874-6 & 874-7	Program Manager III	\$ 122.28	\$ 125.46	\$ 128.72	\$ 132.07	\$ 135.50
874-1, 874-6 & 874-7	Program Manager V	\$ 161.54	\$ 165.74	\$ 170.05	\$ 174.47	\$ 179.01
874-1, 874-6 & 874-7	Principal Consultant I	\$ 199.54	\$ 204.73	\$ 210.05	\$ 215.51	\$ 221.12
874-1, 874-6 & 874-7	Subject Matter Expert I	\$ 122.66	\$ 125.85	\$ 129.12	\$ 132.48	\$ 135.92
874-1, 874-6 & 874-7	Subject Matter Expert II	\$ 145.46	\$ 149.24	\$ 153.12	\$ 157.10	\$ 161.19
874-1, 874-6 & 874-7	Subject Matter Expert III	\$ 165.30	\$ 169.60	\$ 174.01	\$ 178.53	\$ 183.17

## LABOR CATEGORY DESCRIPTIONS

### SINs 520-11, 520-12, 520-13, 520- 17 & 520-21

#### 1. Senior Manager II

**Functional Responsibilities:** Provides high level management and overall responsibility for program activities, and is the primary point of contact for client executives. Manages business solutions, delegating resources and fostering quality across project and deliverables. Involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 10 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 2. Senior Manager I

**Functional Responsibilities:** Provides high level management and responsibility for program or project activities, and may serve as the primary point of contact for client executives. Manages business solutions, delegating resources and fostering quality across project and deliverables. Involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 8 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 3. Manager II

**Functional Responsibilities:** Provides management and direction for large teams with a focus on performance. Assumes responsibility for project issues and outlines work plans and deliverables. Actively manages and controls project resources, budget activities, and quality practices. Ensures consistent communication between client and project team. May be involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 7 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 4. Manager I

**Functional Responsibilities:** Provides management and direction for teams with a focus on performance. Assumes responsibility for project issues and guides work plans and deliverables. Actively manages and controls project resources, budget activities, and quality practices. Ensures consistent communication between client and project team. May be involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 5 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 5. Senior Consultant II

**Functional Responsibilities:** Provides senior-level analytic and project support. May lead tasks or portions of tasks, overseeing junior staff. Contributes to work plan development and may lead tasks, supervising others and managing to timelines and budget. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 4 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

#### 6. Senior Consultant I

**Functional Responsibilities:** Provides analytic and project support. May lead tasks or portions of tasks, overseeing junior staff. Contributes to work plan development and may lead tasks, supervising others and managing to timelines and budget. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 3 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## 7. Project Manager

**Functional Responsibilities:** Provides day-to-day management of contract activities, possibly including multiple projects and teams at multiple locations. Oversees service delivery and the production of all deliverables and is responsible for managing people, risk, and quality, in coordination with company leadership and infrastructure employees. May support program managers in their oversight of related projects.

**Minimum years of experience:** 8 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

## 8. Analyst

**Functional Responsibilities:** Applies analytic methodologies and principles to project. May lead tasks or portions of tasks, overseeing junior staff. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 5 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## 9. Junior Analyst

**Functional Responsibilities:** Applies analytic methodologies and principles to project. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 2 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None



**EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS SINs 871-2, 871-3 & 871-7

### 1. Program Manager – IV

**Functional Responsibilities:** Responsible for support in overall project organization and direction. Interfaces with designated client representatives to formulate requirements and supervise tasks. Requires knowledge of regulations, requirements, policies and procedures, cost and schedule estimating, systems disciplines, and engineering specifications. Demonstrated ability to provide guidance and direction for specific projects or sub-tasks. Increasing responsibility in design, implementation and management of engineering management services. Engineering, facilities management, construction management resource. Coordinates project-specific parties and reviews work products for completeness and adherence to customer requirements. Delivers presentations and assists in leading client meetings. Develops strategic business approaches. Formulates, communicates, and enforces quality work standards. Ensures projects are completed on time and within budget. Facilitates support to the team and assists in an advisory role to program teams regarding projects, tasks, and operations.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### 2. Program Manager - III

**Functional Responsibilities:** Supports and directs the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### 3. Program Manager - II

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### 4. Program Manager - I

**Functional Responsibilities:**

Supports the planning and management of single or multiple projects and retains overall

responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **5. Project Manager – V**

**Functional Responsibilities:** Functions in a senior level project manager capacity. Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules. Assigns team responsibilities and supervises efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government clients. Assists, coordinates with and supports the Program Manager. Stays informed of the day-to-day status of the program, projects, and staff. Provide direction and oversight throughout project lifecycle to project team to meet applicable business requirements. Engage appropriate stakeholders in risk identification and mitigation. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## **6. Project Manager – IV**

**Functional Responsibilities:** Functions in a senior to mid-level project manager capacity. Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules. Assigns team responsibilities and assist in supervising efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government clients. Assists, coordinates with and supports the Program Manager. Stays informed of the day-to-day status of the program, projects, and staff. Provide direction and oversight throughout project lifecycle to project team to meet applicable business requirements. Engages appropriate stakeholders in risk identification and mitigation. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **7. Project Manager – I**

**Functional Responsibilities:** Functions in a junior level project manager capacity. Supports day to day management and administration of project tasks. Assists to develop detailed work plans and schedules, monitor resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints, performs quality checks of all work products. Interacts continually with government clients. Stays informed of the project status. Works closely with seniors and team leads. Serves as an analytical engineering, facilities, and

construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

## **8. Program Analyst - IV**

**Functional Responsibilities:** Functions in a senior to mid-level program analyst capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Engineering, facilities management, construction management resource. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **9. Program Analyst - III**

**Functional Responsibilities:** Functions in a mid-level program analyst capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## **10. Program Analyst- II**

**Functional Responsibilities:** Functions in a mid to junior level program analyst capacity. Performs analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing,

and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

### 11. Engineering Technician - V

**Functional Responsibilities:** Functions in a senior level engineering technician capacity. Performs work orders and transmits work assignments and work instructions to those engaged in the operation and maintenance. Directs, participates in, and monitors progress towards completion of the fabrication, installation, modification, refurbishment, operation, or maintenance of various devices, equipment and systems. Coordinates activities of technical personnel. Acts as liaison between customer and contractor personnel. Provides status of work assignments, identifies problem areas and recommends appropriate solutions. Consults with engineering personnel to correct on-site problems, modify work plans or recommend alternative procedures. Assures technical feasibility of prescribed tasks and makes a final survey of responsibility. Performs independent on-site engineering and critical troubleshooting. Perform and manage significant engineering or technical projects. Possess a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### 12. Engineering Technician - IV

**Functional Responsibilities:** Functions in a senior to mid-level engineering technician capacity. Performs work orders and transmits work assignments and work instructions to those engaged in the operation and maintenance. Directs, participates in, and monitors progress towards completion of the fabrication, installation, modification, refurbishment, operation, or maintenance of various devices, equipment and systems. Coordinates activities of technical personnel. Acts as liaison between customer and contractor personnel. Provides status of work assignments, identifies problem areas and recommends appropriate solutions. Consults with engineering personnel to correct on-site problems, modify work plans or recommend alternative procedures. Assures technical feasibility of prescribed tasks and makes a final survey of responsibility. Performs independent on-site engineering and critical troubleshooting. Perform and manage significant engineering or technical projects. Possess a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### 13. Engineering Technician - III

**Functional Responsibilities:** Functions in a mid-level engineering technician capacity. Fabricates, installs, modifies, refurbishes, functionally checks, operates, monitors, and

maintains electronic devices and systems. Evaluates system performance. Repairs electrical, electronic or mechanical devices, equipment and systems to incorporate specified changes. Monitors test systems in support of operational launches and/or emergencies. Validates systems, devices, and equipment and provides direct technical support to customer engineering representatives. Analyzes measurement data for system readiness and acceptance. Prepares equipment operational procedures.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

#### **14. Engineering Technician - II**

**Functional Responsibilities:** Functions in a junior to mid-level engineering technician capacity. Supports the fabrication, installation, modification, and functional check-out of electro-mechanical devices and systems. Operates test equipment required to evaluate system performance. Performs both preventive and corrective maintenance tasks. Records data and obtains measurements for system readiness and acceptance testing. Maintains activity logs and documentation of all work performed. Validates systems, devices, and equipment and provides direct technical support to customer engineering representatives. Analyzes measurement data for system readiness and acceptance. Prepares equipment operational procedures.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

#### **15. Engineering Technician - I**

**Functional Responsibilities:** Functions in a junior level engineering technician capacity. Supports the fabrication, installation, modification, and functional check-out of electro-mechanical devices and systems. Operates test equipment required to evaluate system performance. Performs both preventive and corrective maintenance tasks. Records data and obtains measurements for system readiness and acceptance testing. Maintains activity logs and documentation of all work performed. Works closely with senior Technicians or Team Leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

#### **16. Subject Matter Expert - IV**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Capable of planning, directing and implementing initiatives. Analyzes project requirements and develops strategic solutions and tactical plans to meet agency's needs. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Capable of planning, directing and implementing initiatives. Provides



advanced specialized scientific, engineering and other functional support required to complete high technology projects. Provides enterprise-wide, advisory assistance in the planning, troubleshooting, integration, research, design, development, testing, modeling, simulation and training on the most complex work requirements. Serves as a senior to mid-level engineering and scientific professional subject matter expert.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### **17. Subject Matter Expert - III**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Capable of planning, directing and implementing initiatives. Provides advanced specialized scientific, engineering and other functional support required to complete high technology projects. Provides enterprise-wide, advisory assistance in the planning, troubleshooting, integration, research, design, development, testing, modeling, simulation and training on the most complex work requirements. Serves as a mid level engineering and scientific professional subject matter expert.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### **18. Engineering Analyst - V**

**Functional Responsibilities:** Functions in a senior level engineering analyst capacity. Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills. Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management. Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### **19. Engineering Analyst - IV**

**Functional Responsibilities:** Functions in a senior to mid-level engineering analyst capacity. Expert with extensive knowledge and experience developing and applying analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies.

Demonstrated managerial and supervisory skills. Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management. Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **20. Engineering Analyst - III**

**Functional Responsibilities:** Functions in a mid-level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs complex activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads or Project Manager.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## **21. Engineering Analyst - II**

**Functional Responsibilities:** Functions in a mid to junior level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads or Project Manager. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **22. Engineering Analyst - I**

**Functional Responsibilities:** Functions in a junior level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads, senior analysts or Project Manager. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

### 23. Functional Analyst – V

**Functional Responsibilities:** Functions in a senior level functional analyst capacity. Responsible for the direction and oversight of engineering projects and applications requiring specialized knowledge and understanding of complex technical issues. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. May perform as a high-level subject matter expert in engineering systems and applied technology. Possesses technical expertise. Ensures programs continue on schedule and within budget.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### 24. Functional Analyst - IV

**Functional Responsibilities:** Functions in a senior to mid-level functional analyst capacity. Responsible for supporting the direction and oversight of engineering projects and applications requiring specialized knowledge and understanding of complex technical issues. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. May perform as a high-level subject matter expert in engineering systems and applied technology. Possesses technical expertise. Supports efforts to ensure programs continue on schedule and within budget.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### 25. Functional Analyst - III

**Functional Responsibilities:** Functions in a mid-level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### 26. Functional Analyst - II

**Functional Responsibilities:** Functions in a mid to junior level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for

integrated products. Supports in analysis of system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. Works closely with senior analysts and team leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **27. Functional Analyst - I**

**Functional Responsibilities:** Functions in a junior level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Supports in analysis of system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. Works closely with senior analysts and team leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

## **28. Consultant - V**

**Functional Responsibilities:** Functions in a senior level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical expert on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## **29. Consultant - IV**

**Functional Responsibilities:** Functions in a senior to mid-level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical expert on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### **30. Consultant – III**

**Functional Responsibilities:** Functions in a mid-level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical resource on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### **31. Consultant - II**

**Functional Responsibilities:** Functions in a mid to junior level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical resource on project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

### **32. Technical Writer/Editor – II**

**Functional Responsibilities:** Functions in a mid to junior level technical writing/editing capacity. Writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

<b>Degree</b>	<b>Experience</b>	<b>Other Equivalence</b>
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD



## LABOR CATEGORY DESCRIPTIONS 874-1, 874-6 & 874-7

### 1. Acquisition Manager – V

**Functional Responsibilities:** Functions in a senior-level acquisition management capacity. Provides expert advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

### 2. Acquisition Manager – IV

**Functional Responsibilities:** Functions in a mid to senior-level acquisition management capacity. Provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

### 3. Acquisition Manager – III

**Functional Responsibilities:** Functions in a mid-level acquisition management capacity. Under minimal guidance, provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible

for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **4. Acquisition Manager – II**

**Functional Responsibilities:** Functions in a junior to mid-level acquisition management capacity. Under guidance, provides advice and assistance to functional area technical experts on acquisition related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **5. Acquisition Manager – I**

**Functional Responsibilities:** Functions in a junior-level acquisition management capacity. Under direct guidance, provides advice and assistance to functional area technical experts on acquisition related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's Degree

## 6. Analyst – IV

**Functional Responsibilities:** Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

## 7. Analyst – III

**Functional Responsibilities:** Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

## 8. Analyst – II

**Functional Responsibilities:** Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

## 9. Analyst – I

**Functional Responsibilities:** Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's degree

#### **10. Contract Specialist – V**

**Functional Responsibilities:** Functions in a senior-level contract specialist capacity. Carries out pre-determined and recurring cradle to grave contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and exposure to cost reimbursement/cost sharing contracts and review of claims and equitable adjustments. Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities. Extensive knowledge of the FAR and/or DFAR.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **11. Contract Specialist – IV**

**Functional Responsibilities:** Functions in a mid to senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **12. Contract Specialist – III**

**Functional Responsibilities:** Functions in a mid to senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **13. Contract Specialist – II**

**Functional Responsibilities:** Functions in a junior to mid-level contract specialist capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the contracts profession. Assignments may include, but are not

limited to general cradle to grave contract administration. Limited support functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, negotiation and preparation of contract modifications, cost/price analysis, evaluation of performance, contract termination, and contract close-out. Exposure to FAR and/or DFAR.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **14. Program Manager – V**

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as the senior liaison to government and outside representatives and coordinates activities of support personnel.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **15. Program Manager – III**

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **16. Program Manager – II**

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **17. Program Manager – I**

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **18. Principal Consultant – I**

**Functional Responsibilities:** Provides expert advice to agency senior staff in a wide variety of department level activities and/or major programs. Delivers senior level management and oversight to agency leadership as needed. Analyzes project requirements and develops strategic solutions and tactical plans to meet agency's needs. Capable of planning, directing and implementing initiatives. Duties may include researching legislative and organizational matters, recommending alternatives and best practices, reviewing organizational effectiveness and recommending improvements, and developing communication strategies for both internal and external audiences. Generally, has served in major roles at high levels of industry and/or government and experienced in senior executive-level management and leadership.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **19. Subject Matter Expert – III**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **20. Subject Matter Expert – II**

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline and contributes to the implementation of strategy.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **21. Subject Matter Expert – I**

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives.



**Minimum years of experience: 2 years**

**Minimum education/degree requirements: Bachelor's Degree**

### EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS 874-4

### 1. Training Subject Matter Expert - III

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides oversight for all aspects of training development lifecycle including consulting with the client senior management team, developing curriculum, formulating and implementing instructional design strategies and developing learning courses to include various delivery methods i.e. instructor led or web based training. Collects information from client representatives and uses this information to design training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Evaluates the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 6+ years

**Minimum education/degree requirements:** Bachelor's Degree

### 2. Training Subject Matter Expert - II

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Facilitates in providing oversight for all aspects of training development lifecycle including consulting with the client senior management team, developing curriculum, formulating instructional design strategies and developing learning courses to include various delivery methods i.e. instructor led or web based training. Helps to collect information from client representatives and uses this information to design training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Evaluates the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 4+ years

**Minimum education/degree requirements:** Bachelor's Degree

### 3. Training Subject Matter Expert - I

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports senior team members with training development , creating training curriculum, instructional design strategies and learning courses to include various delivery methods i.e. instructor led or web based training. Helps in gathering information from client representatives and uses this information to support the design of training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Helps senior members to assess the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 2+ Degree

**Minimum education/degree requirements:** Bachelor's degree

## **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

<b>Degree</b>	<b>Experience</b>	<b>Other Equivalence</b>
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## **Appendix 2 – Jump Associates, LLC—GSA Professional Services Schedule**

Please see the following pages for Jump Associates' GSA Schedule GS-10F-040AA.

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: **<http://www.GSAAdvantage.gov>**.

### **Schedule for - Mission Oriented Business Integrated Services (MOBIS)**

**Federal Supply Group:** 874 **Class:** R499

**Contract Number:** GS10F040AA

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** November 9, 2012 – November 8, 2017

**Contractor:** Jump Associates, LLC  
101 South Ellsworth Avenue, Suite 600  
San Mateo, CA 94401 3957

**Business Size:** Small Business

**Telephone:** (650) 373-7200

**Extension:**

**FAX Number:** (650) 373-7201

**Web Site:** [www.jumpassociates.com](http://www.jumpassociates.com)

**E-mail:** [udaya@jumpassociates.com](mailto:udaya@jumpassociates.com)

**Contract Administration:** Udaya Patnaik

## **CUSTOMER INFORMATION:**

### **1a.**

<b>SIN number</b>	<b>offered SIN name</b>
874-1 (874 1RC)	Integrated Consulting Service

Jump Associates is a strategy consulting firm focused on growth and innovation. We help companies create new businesses and reinvent existing ones. We help non-profit organizations and foundations increase their impact. We help governmental agencies redefine themselves.

### **1b. Lowest price model number/lowest unit price**

Jump Associates is offering the following teams to its customers under SIN 874-1. These teams are described briefly below. All Jump Associates teams receive ongoing support and guidance from other senior leaders, subject matter experts, and research and administrative staff at Jump. The table that follows indicates the government price for each of the teams.

## **(CUSTOMER INFORMATION: Continued)**

The Consulting Services Team 1 comprises a Relationship Lead, a Project Lead, a Content Lead and two Strategists, all except for the Relationship Lead are devoted exclusively to one project. The Relationship Lead supports and guides the team and typically divide his or her time between two projects at any one time.

The Consulting Services Team 2 comprises a Relationship Lead and a Strategist. The strategist is devoted exclusively to one project while the Relationship Lead will typically divide his or her time between two to three projects at any one time.

The Consulting Services Team 3 comprises a Relationship Lead, a Project or a Content Lead and two Strategists, all except for the Relationship Lead are devoted exclusively to one project. The Relationship Lead supports and guides the team and typically divide his or her time between two projects at any one time.

Consulting Services Team Description	GSA Weekly Price
Team 1: RL + PL + CL + 2 Strategists	\$48,488.66
Team 2: RL + 1 Strategist	\$12,122.17
Team 3: RL + PL/CL + 2 Strategists	\$36,366.50

- 1c. **Hourly rates:** Not applicable
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro- purchase threshold:** will not accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Not applicable
- 11c. **Overnight and 2-day delivery:** Not applicable
- 11d. **Urgent Requirements:** Not applicable



## **(CUSTOMER INFORMATION: Continued)**

**12. F.O.B Points:** Destination

**13a. Ordering Address:**

Jump Associates, LCL  
101 S. Ellsworth Avenue Suite 600  
San Mateo, CA 94401  
Attention: Udaya Patnaik  
Telephone: 650-373-7200  
Fax: 650-373-7201  
Email: Udaya@jumpassociates.com  
Website: www.jumpassociates.com

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment information:**

*By wire transfer payment*  
Jump Associates, LLC  
Bank of the West  
195 E Fourth Avenue  
San Mateo CA 94401  
Swift #: BWSTUS66  
Routing #: 121100782

*By check*  
Jump Associates, LLC  
101 S. Ellsworth Avenue Suite 600  
San Mateo, CA 94401  
Federal tax ID#: 94-3303975

**15. Warranty provision:** Contractor's standard commercial warranty.

**16. Export Packing Charges (if applicable):** Not applicable

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro- purchase level):** Not applicable

**18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable

**19. Terms and conditions of installation (if applicable):** Not applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable

**20a. Terms and conditions for any other services (if applicable):** Not applicable

**21. List of service and distribution points (if applicable):** Not applicable

**22. List of participating dealers (if applicable):** Not applicable

**23. Preventive maintenance (if applicable):** Not applicable

## **(CUSTOMER INFORMATION: Continued)**

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**

Not applicable

**24b. Section 508 compliance:** Not applicable

**25. Data Universal Numbering System (DUNS) number:** 04-1661849

**26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

## **(CUSTOMER INFORMATION: Continued)**

### **Final Pricing:**

<b>Service</b>	<b>GSA Awarded Rate</b>
<b>Consulting Services Team 1</b>	\$48,488.66
<b>Consulting Services Team 2</b>	\$12,122.17
<b>Consulting Services Team 3</b>	\$36,366.50

### **Team Descriptions:**

#### **CONSULTING SERVICES TEAM 1**

The team will be comprised of five members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads typically handle between one to two projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.

**(1) Project Lead:** dedicated leader for the length of the project. The Project lead collaborates with the Content lead in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Project Lead focuses more on working with the client. Has at least a Bachelor's degree with a minimum of 5 years.

**(1) Content Lead:** collaborates with the Project Lead in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Content Lead focuses more on the content of the project's deliverables. Has at least a Bachelor's degree with a minimum of 3 years of experience.

**(2) Strategists:** team members who work with the Project Lead and Content Lead on program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

#### **CONSULTING SERVICES TEAM 2**

The team will be comprised of two members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads in this case will typically handle between two to three projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.

## **(CUSTOMER INFORMATION: Continued)**

**(1) Strategist:** team member who works on auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

### **CONSULTING SERVICES TEAM 3**

The team will be comprised of four members and altogether will do program planning, auditing, studying, analyzing and evaluating the client's business. The client will be coached by the team for the whole duration of the project. Below is the composition of the team and their roles.

**(1) Relationship Lead:** supports and guides the Consulting Services project team. Relationship Leads in this case will typically handle between two to three projects at any one time. Has at least a Bachelor's degree with a minimum of 10 years of experience or a Master's degree with a minimum of 8 years of experience.

**(1) Project Lead or (1) Content Lead:** dedicated leader for the length of the project. The Project lead or Content Lead collaborates with the Strategist in program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. The Project Lead or Content Lead focuses more on working with the client. Has at least a Bachelor's degree with a minimum of 3 years.

**(2) Strategists:** team members who work with the Project Lead or Content Lead on program planning, auditing, studying, analyzing and evaluating the client's business and coaching the client. Has at least a Bachelor's degree with a minimum of 1 year of experience.

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## **Appendix 4 – Amyx, Inc – GSA Professional Services Schedule**

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Please see the following pages for Amyx's GSA Schedule GS-10F-0019N. We have highlighted the applicable Schedule labor category quotes.



U.S. General Services Administration

Eagle Hill Consulting, LLC



**GENERAL SERVICES ADMINISTRATION**  
Federal Supply Service



**Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! a menu-driven database system. The internet address for GSA Advantage! is: [GSAAAdvantage.gov](http://GSAAAdvantage.gov).

**Schedule Title:**

**The Professional Services Schedule**

Federal Supply Group: 00CORP

**Contract No.: GS-10F-0083V**

**Contract Period: February 18, 2014 through February 17, 2019**

**Business Size: Economically Disadvantaged Woman-owned Small Business,  
8(a) Certified**

**Eagle Hill Consulting, LLC**

**241 18<sup>th</sup> Street South, Suite 615  
Arlington, VA 22202**

**Contact: Melissa Jezior, President & CEO**

**Phone: (703) 229-8600**

**Fax (703) 229-5622**

**[mjezior@eaglehillconsulting.com](mailto:mjezior@eaglehillconsulting.com)**

**[www.eaglehillconsulting.com](http://www.eaglehillconsulting.com)**

**Prices Shown Herein are Net (Discount Deducted)**

*For more information on ordering from Federal Supply Schedules go to the internet address:*

*<http://www.gsa.gov/schedules>.*





## CUSTOMER INFORMATION

**1a. Awarded Special Item Number(s):** SINs 874-1 and 874-1RC, Integrated Consulting Services. SINs 874-7 & 874-7RC Integrated Business Program Support Services.

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:**  
Associate Consultant, \$110.83 per hour.

**2. Maximum Order:** \$1,000,000.

**3. Minimum Order:** \$100.

**4. Geographic Coverage (Delivery Area):**  
Domestic.

**5. Point(s) of production (city, county, and State or foreign country):** Arlington, VA.

**6. Discount from list prices or statement of net price:** Prices shown herein are GSA net prices.

**7. Quantity discounts:** None.

**8. Prompt payment terms:** None.

**9a. Government purchase cards are accepted up to the micro-purchase threshold:** Yes.

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes

**10. Foreign items (list items by country of origin):**  
N/A

**11a. Time of Delivery:** As negotiated with ordering office.

**11b. Expedited Delivery:** Contact Contractor for expedited delivery.

**11c. Overnight and 2-day delivery:** Contact the Contractor for rates for overnight and 2-day delivery.

**11d. Urgent Requirements:** Contact the Contractor to effect a faster delivery.

**12. F.O.B. Point(s):** Destination.

**13a. Ordering address:** Company's Arlington, VA address (see front page).

**13b. Ordering procedures:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([gsa.gov/schedules](http://gsa.gov/schedules)).

**14. Payment address:** Same as company's address (see front page).

**15. Warranty provision:** N/A.

**16. Export packing charges, if applicable:** N/A.

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor.

**18. Terms and conditions of rental:** N/A.

**19. Terms and conditions of installation:** N/A.

**20. Terms and conditions of repair parts:** N/A.

**20a. Terms and conditions for any other services:**  
N/A.

**21. List of service and distribution points:** N/A.

**22. List of participating dealers:** N/A.

**23. Preventive maintenance:** N/A.

**24a. Special attributes:** N/A.

**24b. Section 508:** N/A.

**25. Data Universal Number System (DUNS) number:**  
137206202.

**26. Notification regarding registration in the System for Award Management (SAM) database.** Registered

**27. Uncompensated Overtime:** Not Used.



U.S. General Services Administration

Eagle Hill Consulting, LLC



## **ABOUT EAGLE HILL CONSULTING, LLC.**

Eagle Hill Consulting provides management consulting services in the areas of business strategy, organizational transformation, human capital transformation, process improvement, program management, and change management. Eagle Hill works with a range of public, private, and non-profit organizations in the Washington, D.C. metropolitan area. Eagle Hill has been recognized by the Washington Business Journal and Washingtonian Magazine as a great place to work. More information at [www.eaglehillconsulting.com](http://www.eaglehillconsulting.com)

**GSA FEDERAL SUPPLY SCHEDULE PRICE LIST****SIN 874-1 and 874-1RC, Integrated Consulting Services and SIN 874-7 and 874-7RC Integrated Business Program Support Services**

<b>Labor Category Titles</b>	<b>GSA Hourly Rate incl. IFF*</b>
Associate Consultant	\$110.83
Consultant	\$146.09
Managing Consultant	\$164.22
Engagement Manager	\$181.35
Executive Advisor	\$231.73

\* Yearly economic price adjustment escalation for each labor category rate commencing on February 18, 2014 and on that date every subsequent year is determined according to the US Department of Labor Bureau of Statistics Employment Cost Index (ECI), Table 5, Professional, Technical, and Scientific Services.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 00CORP: Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



## DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS

<b>Associate Consultant</b>	
<ul style="list-style-type: none"> <li>• Applies strong analytical and technical skills to deliver key project activities including, business process documentation, organizational design activities, change management and business analysis activities.</li> <li>• Applies insight and experience from past and related projects to solution development.</li> <li>• Designs and develops surveys, conducts interviews, collects data, designs stakeholder meetings and frames problems for analysis and decision making.</li> <li>• Supports development of stakeholder analysis, and communications and training materials.</li> </ul>	
Minimum Education Level	Bachelor's Degree
Required/Supplemental Certifications	None
Minimum Experience Requirements	3 years
Substitution Methodology	None

<b>Consultant</b>	
<ul style="list-style-type: none"> <li>• Participates as a team member, providing in-depth knowledge and expertise in strategy, organizational transformation, process design and/or improvement, program management and change management.</li> <li>• Plans and manages projects such as business problem analysis, business process design and/or reengineering, organization strategy and design, communication planning and training.</li> <li>• Works with government personnel to assure high quality project outcomes are delivered on time and to achieve project objectives.</li> <li>• Provides expertise to the project in the areas of delivering process and productivity improvement solutions, facilitation of large and small groups, and developing briefings and reports on policy.</li> <li>• Supports business and strategic plan development, risk analysis, performance measurement and best practice analysis.</li> </ul>	
Minimum Education Level	Bachelor's Degree
Required/Supplemental Certifications	None
Minimum Experience Requirements	5 years
Substitution Methodology	3 years with Master's Degree

**Managing Consultant**

- Fills a leadership role on the team, providing in-depth, knowledge, expertise, and direction in strategy, organizational transformation, process improvement, program management and change management.
- Directs activities to plan, manage and implement projects. Provides expertise to the project in the areas of delivering process and productivity improvement solutions, facilitation of large and small groups, developing business and strategic plans, and developing briefings and reports on policy.
- Works with government personnel to assure high quality project outcomes are delivered on time and to achieve project objectives.
- Leads business and strategic plan development, risk analysis, performance measurement and best practice analysis.

Minimum Education Level	Bachelor's Degree
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Required/Supplemental Certifications	None
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Minimum Experience Requirements	7 years
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Substitution Methodology	5 years with Master's Degree
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**Engagement Manager**

- Leads project team and manages scope, budget, schedule, and performance. Responsible for work standards, reviewing work discrepancies, supervising personnel, and communication policies, purposes and goals of the organization to the project team.
- Achieves key project outcomes by using deep knowledge and expertise to lead the development of strategic plans and business cases, organizational transformation projects, process improvement initiatives, and change management activities.
- Facilitates working sessions and meetings with senior government managers and officials, prepares briefings and reports on policy and works closely with government counterparts to ensure project objectives are achieved.
- Works with government personnel to assure high quality work is delivered on time and contractual obligations are met.

Minimum Education Level	Bachelor's Degree
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Required/Supplemental Certifications	None
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Minimum Experience Requirements	9 years
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Substitution Methodology	7 years with Master's Degree
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### Executive Advisor

- Leads and provides direction for consulting projects.
- Interacts with government managers and senior executives.
- Provides high-level direction and independent quality reviews of program performance and deliverables to ensure that contractual obligations are being met.
- Demonstrates expertise in the areas of strategy, business process improvement, and organizational transformation.
- Provides thought leadership to engagement teams and government meetings, and facilitates development of creative solutions to client business problems.

Minimum Education Level Bachelor's Degree

Required/Supplemental Certifications None

Minimum Experience Requirements 12 years

Substitution Methodology 10 years with Master's Degree



## **Appendix 3 – Eagle Hill Consulting, LLC—GSA Professional Services Schedule**

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Please see the following pages for Eagle Hill Consulting's GSA Schedule GS-10F-0083V. We have highlighted the applicable Schedule labor categories quotes.

**AUTHORIZED FEDERAL SUPPLY SERVICE  
MISSION ORIENTED BUSINESS INTEGRATED SERVICES SCHEDULE PRICELIST**

General Services Administration Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 87 - Class: 874

Special Item Number 874-1 – Integrated Consulting Services

Special Item Number 874-4 – Training Services

Special Item Number 874-5 – Ancillary Supplies and/or Services

Special Item Number 874-6 – Acquisition Management Support

Special Item Number 874-7 – Integrated Business Program Support Services

**Amyx, Inc.**

12355 Sunrise Valley Drive

Reston, Virginia 20191

Telephone: 703-373-1436

Fax: 571-612-4365

Web site address: [www.amyx.com](http://www.amyx.com)

DUNS Number: 136794802; Cage Code: 1QNC9

Amyx GSA MOBIS Contract Number: **GS-10F-0019N**

Period Covered by Contract: October 2, 2012 through October 1, 2017

**General Services Administration  
Federal Supply Service**

Pricelist current through A222.

Ordering information in this Authorized FSS Schedule Pricelist

Also on the GSA Advantage! System.

Agencies can browse GSA Advantage! By accessing the Federal Supply Service's Home Page  
via the Internet at <http://www.fss.gsa.gov/>

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## **SPECIAL NOTICE TO AGENCIES:**

### **SMALL BUSINESS PARTICIPATION**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelist of Schedule Contractors or consider reasonably available information by using GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, disadvantaged, and women-owned small businesses among those considered when selecting pricelist for best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy the requirement.

#### **1. GEOGRAPHIC SCOPE OF CONTRACT**

The geographic scope of this contract will be domestic and overseas delivery.

#### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

Contractor's Ordering/Payment address:

Amyx, Inc.  
12355 Sunrise Valley Drive  
Reston, Virginia 20191  
Telephone: 703-373-1984  
Fax: 571-612-4365  
Attn: Contracts Department

##### **Credit Card Orders**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold.

Technical Ordering Assistance: the following telephone number can be used by ordering activity centers to obtain technical and/or ordering assistance: (703) 373-1436.

#### **3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. CONTRACTOR DATA**

- a. Data Universal Numbering System (DUNS) Number: 136794802
- b. Contractor's Taxpayer Identification Number (TIN): 54-1979772
- c. CAGE Code: 1QNC9
- d. Contractor is registered with the Central Contractor Registration Database and ORCA
- e. Point of contact: Kristopher McKinley, 703-373-1436, [kmckinley@amyx.com](mailto:kmckinley@amyx.com)

**5. FOB**

Destination.

**6. DELIVERY AND SCHEDULE**

- a. The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
To be identified with ordering activity	As mutually agreed upon per order.

- b. Urgent Requirements. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery.

**7. DISCOUNTS**

Prices shown are NET Prices

- |  |      |
|--|------|
| a. Quantity                            | None |
| b. Dollar Value                        | None |
| c. Government Educational Institutions | None |
| d. Other                               | None |
| e. Prompt payment                      | None |

**8. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is \$100.00

**9. MAXIMUM ORDER**

The maximum dollar value for the following Special Item Numbers (SINs) is \$1,000,000:

Note: This is not a restriction on the contract value.

**10. FEDERAL SUPPLY SERVICE SCHEDULE CONTRACTS**

In accordance with FAR 8.404 and 8.405: Ordering activities shall use the ordering procedures from the above referenced FAR provision when placing an order.

**11. SECURITY REQUIREMENTS**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual



agency policy; however, the burden of administering the security requirements shall be with the ordering agency.

**12. CONTRACT ADMINISTRATION**

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

**14. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser. The Internet address is <http://www.fss.gsa.gov/>.

**15. PURCHASE OR INCIDENTAL/NON-SCHEDULE ITEMS**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

**16. CONTRACTOR WARRANTY AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- i. Time of delivery/installation quotations for individual orders;
- ii. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities submitted in response to requirements which result in orders under this schedule contract.

b. The above is not intended to include items not currently covered by the GSA Schedule contract.

**17. OVERSEAS ORDERS**

The terms and conditions of this contract shall apply to all orders.

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**18. BLANKET PURCHASE AGREEMENT (BPAS)**

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

**19. CONTRACTOR TEAM AGREEMENT**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74; Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **SECTION 2:**

### **TERMS AND CONDITIONS APPLICABLE TO PROFESSIONAL SERVICES**

#### **1. SCOPE**

The prices, terms and conditions stated under the Special Item Numbers (SINs) Services listed below apply exclusively to the MOBIS Schedule. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

#### **2. PERFORMANCE INCENTIVES**

a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

#### **3. ORDER**

a. Agencies may use orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Delivery of services shall be made within the contract terms and conditions shall continue in effect until the completion of the order.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

#### **4. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

e. The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must

inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

**5. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

**6. RESPONSIBILITIES OF THE GOVERNMENT**

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite services.

**7. INDEPENDENT CONTRACTOR**

All services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering office.

**8. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion outlined in each order. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**10. PAYMENTS**

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**11. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **SECTION 3:**

## **LABOR CATEGORIES AND LABOR RATES**

#### Amyx, Inc. GSA Labor Category Descriptions

For each of the categories listed, 8 years of specialized experience plus a high school diploma or equivalent are considered equivalent to a bachelor s degree. Eight years of specialized experience plus a bachelor s degree are considered equivalent to a master s degree. Fifteen years of specialized experience plus a master s degree are considered equivalent to a Ph.D.

### **1. Administrative Support**

#### Administrative Support I - V

Experience: Provides administrative type support to technical and management personnel. To include, project administration, documentation planning, program management support, meeting and event planning and administration, mail services, records administration, and data input. Copying, fax, and other day-to-day administrative functions as assigned.

#### Qualifications

Administrative Support I High School diploma

Administrative Support II High school diploma and 3 years of specialized experience

Administrative Support III High school diploma and 5 years of specialized experience

Administrative Support IV Bachelor s degree and 3 years of specialized experience

Administrative Support V Bachelor s degree and 5 years of specialized experience

### **2. Business Specialist**

#### Business Specialist I - V

Experience: Provides business and finance related type support to technical and management personnel. To include, project administration, control, project planning, Project scheduling, program management support, and cost estimating.

#### Qualifications:

Business Specialist I Bachelors degree and 4 years of specialized experience

Business Specialist II Bachelors degree and 6 years of specialized experience

Business Specialist III Bachelors degree and 8 years of specialized experience

Business Specialist IV Bachelors degree and 10 years of specialized experience

Business Specialist V Bachelors degree and 12 years of specialized experience

### **3. Program/Project Manager**

#### Project/Program Manager I - IV

Experience: Leading teams or projects to include integration of various information technology projects using proven program management techniques and skill sets, such as: measuring performance against



cost, schedule and quality; sizing tasks and provides work breakdown structures to the government. Acts as senior level focal point for projects within the program; this includes consultation on staffing, financial, performance and delivery issues. Possess significant planning and management experience over multiple projects.

Qualifications:

Project/Program Manager I Bachelors degree and 6 years of specialized experience

Project/Program Manager II Bachelors degree and 8 years of specialized experience

Project/Program Manager III Bachelors degree and 10 years of specialized experience

Project/Program Manager IV Masters degree and 15 years of specialized experience

#### **4. Management Consultant**

Management Consultant I - III

Experience: Expertise in managing and controlling projects including budgets and resources using automated project management tools; demonstrated capability in managing multiple task contracts and/or subcontracts. Provides overall functional or technical lead direction to functional or technical staff. Sizes work effort, defines deliverables and work projects. Participates in technical execution of work.

Qualifications:

Management Consultant I Bachelors degree and 6 years of specialized experience

Management Consultant II Bachelors degree and 10 years of specialized experience

Management Consultant III Bachelors degree and 15 years of specialized experience

#### **5. Business Analyst**

Business Analyst I - V

Experience: Experience in a variety of business disciplines such as: procurement, human resources, finance, logistics, medical, enterprise resource planning, electronic commerce and electronic data interchange, security, and requirements determination. Applies functional experience to business or technology problems. Qualified to lead a staff of analysts and/or engineers if required.

Qualifications:

Business Analyst I Bachelors degree and 4 years of specialized experience

Business Analyst II Bachelors degree and 6 years of specialized experience

Business Analyst III Bachelors degree and 8 years of specialized experience

Business Analyst IV Masters degree and 10 years of specialized experience

Business Analyst V Masters degree and 12 years of specialized experience

#### **6. Sr. Executive**

Sr. Executive I -II

Experience: Acts independently on the most specialized areas of the program or project. Leads and participates in major system implementations. Applies knowledge of leading edge organizational and behavioral management techniques. Possess specialized and/or highly sought after skills and/or council.

Specializes in the areas of: Human Resources Planning and Analysis, Organization Development, Strategic Planning, Operational and Tactical planning and Analysis. Able to analyze organizations using proven methods and techniques, prepare surveys, interview management level personnel and report out on findings.

Qualifications:

Sr. Executive I Bachelors degree and 10 years of specialized experience

Sr. Executive II Bachelors degree and 14 years of specialized experience

Sr. Executive III Bachelors degree and 18 years of specialized experience

Sr. Executive IV Masters degree and 20 years of specialized experience

Sr. Executive V Masters degree and 25 years of specialized experience

## **7. Trainer/Facilitator**

### **Trainer/Facilitator I - IV**

Experience: Applies knowledge of leading edge organizational and behavioral management techniques. Specializes in the areas of: Human Resources Planning and Analysis, Organization Development, Strategic Planning and Analysis, Team Building, SWOT, MacMillan Matrix and other similar methods and tools. Able to analyze organizations using proven methods and techniques, prepare surveys, interview management level personnel and report out on findings. Evaluates organizational behavior and recommends improvements in human resource management. Designs training programs, seminars and forums and conducts teambuilding sessions to assist organizations run more effectively.

Qualifications:

Trainer/Facilitator I Bachelors degree and 12 years of specialized experience

Trainer/Facilitator II Bachelors degree and 15 years of specialized experience

Trainer/Facilitator III Bachelors degree and 18 years of specialized experience

Trainer/Facilitator IV Masters degree and 20 years of specialized experience

## **8. Training Coordinator**

### **Training Coordinator I - V**

Experience: Provides administrative type support to training and management personnel. To include, project administration, documentation planning, program management support, meeting and event planning and administration, mail services, records administration, and data input. Copying, fax, and other day-to-day administrative functions as assigned.

Qualifications:

Training Coordinator I Bachelors degree and 5 year of specialized experience

Training Coordinator II Bachelors degree and 8 years of specialized experience

Training Coordinator III Bachelors degree and 10 years of specialized experience

Training Coordinator IV Bachelors degree and 12 years of specialized experience

Training Coordinator V Bachelors degree and 15 years of specialized experience

## **9. Sr. Financial Systems Accountant**

### **Sr. Financial Systems Accountant I - V**

Experience: Serves as technical expert for government financial information management. Assists in the development of logical and physical systems design. Reviews and prepares systems documents and specifications. Provides technical interpretation of financial policy and concepts underlying Federal accounting and reporting regulations and procedural requirements. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings. Thorough knowledge of the principles of project management and professional accounting; broad technical knowledge of Federal accounting, budgeting, reporting, and financial management principles, practices, and requirements.

#### **Qualifications:**

Sr. Financial Systems Accountant I Bachelors degree and 6 years of specialized experience

Sr. Financial Systems Accountant II Bachelors degree and 8 years of specialized experience

Sr. Financial Systems Accountant III Bachelors degree and 10 years of specialized experience

Sr. Financial Systems Accountant IV Bachelors degree and 15 years of specialized experience

Sr. Financial Systems Accountant V Masters degree and 10 years of specialized experience, experience shall include Certified Defense Financial Manager or civilian equivalent, including advanced degree in financial disciplines.

## **10. Information Engineer**

### **Information Engineer I - II**

Experience: Demonstrated experience working with third/fourth generation languages in the design and implementation of systems and using database management systems. Analyzes and studies complex system requirements. Design software tools and subsystems to support software reuse and domain analysis and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

#### **Qualifications:**

Information Engineer I Bachelors degree 10 years of specialized experience

Information Engineer II Bachelors degree 15 years of specialized experience, and must possess experience in automated tool repositories for enterprise architectures, including operational views, system views, data views, as well as services.

<b>Amyx Labor Rate List</b>					
<b>Contract No.: GS-10F-0019N - GSA MOBIS Schedule</b>					
<b>Labor Category</b>	<b>Operating Period Year:</b>				
	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
	<b>Operating Yr.11</b>	<b>Operating Yr. 12</b>	<b>Operating Yr. 13</b>	<b>Operating Yr.14</b>	<b>Operating Yr. 15</b>
Administrative Support I	\$55.40	\$56.62	\$57.87	\$59.14	\$60.44
Administrative Support II	\$58.19	\$59.47	\$60.78	\$62.12	\$63.49
Administrative Support III	\$61.08	\$62.43	\$63.80	\$65.21	\$66.64
Administrative Support IV	\$66.59	\$68.06	\$69.56	\$71.09	\$72.65
Administrative Support V	\$72.58	\$74.18	\$75.81	\$77.48	\$79.18
Business Specialist I	\$79.90	\$81.66	\$83.45	\$85.29	\$87.17
Business Specialist II	\$83.90	\$85.74	\$87.63	\$89.56	\$91.53
Business Specialist III	\$88.11	\$90.04	\$92.03	\$94.05	\$96.12
Business Specialist IV	\$110.92	\$113.36	\$115.85	\$118.40	\$121.01
Business Specialist V	\$132.11	\$135.02	\$137.99	\$141.03	\$144.13
Program Project Manager I	\$156.10	\$159.53	\$163.04	\$166.63	\$170.30
Program Project Manager II	\$187.52	\$191.64	\$195.86	\$200.17	\$204.57
Program Project Manager III	\$215.13	\$219.86	\$224.70	\$229.64	\$234.70
Program Project Manager IV	\$240.95	\$246.25	\$251.66	\$257.20	\$262.86
Management Consultant I	\$212.07	\$216.73	\$221.50	\$226.37	\$231.35
Management Consultant II	\$231.15	\$236.23	\$241.43	\$246.74	\$252.17
Management Consultant III	\$251.94	\$257.49	\$263.15	\$268.94	\$274.86
Business Analyst I	\$139.22	\$142.28	\$145.41	\$148.61	\$151.88
Business Analyst II	\$146.53	\$149.76	\$153.05	\$156.42	\$159.86
Business Analyst III	\$154.26	\$157.65	\$161.12	\$164.67	\$168.29
Business Analyst IV	\$161.97	\$165.53	\$169.17	\$172.89	\$176.70
Business Analyst V	\$170.06	\$173.80	\$177.63	\$181.53	\$185.53
Sr. Executive I	\$319.62	\$326.65	\$333.84	\$341.18	\$348.69
Sr. Executive II	\$387.60	\$396.13	\$404.85	\$413.75	\$422.86
<b>Trainer/ Facilitator I</b>	<b>\$212.07</b>	<b>\$216.73</b>	<b>\$221.50</b>	<b>\$226.37</b>	<b>\$231.35</b>
Trainer/ Facilitator II	\$239.72	\$244.99	\$250.38	\$255.89	\$261.52
Trainer/ Facilitator III	\$319.62	\$326.65	\$333.84	\$341.18	\$348.69
Trainer/ Facilitator IV	\$351.58	\$359.31	\$367.22	\$375.30	\$383.56
Training Coordinator I	\$72.58	\$74.18	\$75.81	\$77.48	\$79.18
Training Coordinator II	\$76.21	\$77.89	\$79.60	\$81.35	\$83.14
Training Coordinator III	\$80.02	\$81.78	\$83.58	\$85.42	\$87.30
Training Coordinator IV	\$84.02	\$85.87	\$87.76	\$89.69	\$91.66
Training Coordinator V	\$88.24	\$90.18	\$92.16	\$94.19	\$96.26
Financial System Accountant I	\$88.26	\$90.20	\$92.19	\$94.21	\$96.29
Financial System Accountant II	\$114.49	\$117.01	\$119.59	\$122.22	\$124.91

Labor Category	Operating Period Year:				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
	Operating Yr.11	Operating Yr. 12	Operating Yr. 13	Operating Yr.14	Operating Yr. 15
Financial System Accountant V	\$160.88	\$164.42	\$168.04	\$171.74	\$175.52
Information Engineer I	\$154.26	\$157.65	\$161.12	\$164.67	\$168.29
Information Engineer II	\$184.62	\$188.69	\$192.84	\$197.08	\$201.42

<b>ORDER FOR SUPPLIES AND SERVICES</b>				<b>IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution</b>		PAGE 1 OF 1 PAGE(S)	
1. DATE OF ORDER 05/25/2016		2. ORDER NUMBER GS04Q16DBA0004		3. CONTRACT NUMBER GS00F151CA		4. ACT NUMBER	
<b>FOR GOVERNMENT USE ONLY</b>	<b>5. ACCOUNTING CLASSIFICATION</b>				<b>6. FINANCE DIVISION</b>		
	FUND 285F	ORG CODE Q04FA000	B/A CODE AA20	O/C CODE 25	AC	SS	VENDOR NAME
	FUNC CODE AF151	C/E CODE H08	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
	W/ITEM	CC-B	PRT./CRFT		AI	LC	DISCOUNT
7. TO: CONTRACTOR (Name, address and zip code) Everett S Johnson E3 FEDERAL SOLUTIONS, LLC 8281 GREENSBORO DRIVE, SUITE 400 MCLEAN, VA 221025212 United States 703-682-6925				8. TYPE OF ORDER B. DELIVERY		REFERENCE YOUR	
				Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.			
				This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.			
				C. MODIFICATION NO. 000 TYPE OF MODIFICATION:		AUTHORITY FOR ISSUING	
9A. EMPLOYER'S IDENTIFICATION NUMBER (b) (4)			9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.		
10A. CLASSIFICATION Veteran Owned Business				10B. TYPE OF BUSINESS ORGANIZATION C. Corporation			
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 04 Susan Humann 139 Beal Parkway SE Fort Walton Beach, FL 32548-0000 United States (228) 304-2818		12. REMITTANCE ADDRESS (MANDATORY) E3 FEDERAL SOLUTIONS, LLC 8281 GREENSBORO DRIVE, SUITE 400 MCLEAN, VA 22102-5212 United States		13. SHIP TO(Consignee address, zip code and telephone no.) Joy Walker 1800 F ST NW WASHINGTON, DC 20405 United States (703) 932-4705			
14. PLACE OF INSPECTION AND ACCEPTANCE Joy Walker 1800 F ST NW WASHINGTON, DC 20405 United States			15. REQUISITION OFFICE (Name, symbol and telephone no.) Dustin R. Teal GSA Region 04 4890 University Square Suite 3F Huntsville, AL 35816-0000 United States 256-690-5773				
16. F.O.B. POINT Destination		17. GOVERNMENT B/L NO.		18. DELIVERY F.O.B. POINT ON OR BEFORE 05/31/2021		19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS	
20. SCHEDULE Task Orders issued under this BPA shall be performed in accordance with the terms and conditions of the Federal Supply Contract (s) related to the Prime/CTA arrangement for the BPA and the CMSS BPA Terms and Conditions, SOW Attachment 2.CITATION CODE(S) # R04-FY2016-BPA-47-AA20, R04-FY2016-BPA-AA20							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)		
0001	CMSS BPA Award - Activation CLIN	1	lot	\$0.01	\$0.01		
21. RECEIVING OFFICE (Name, symbol and telephone no.) Office of Strategy Management, (703) 932-4705				TOTAL From 300-A(s)			
22. SHIPPING POINT Specified in QUOTE		23. GROSS SHIP WT.		GRAND TOTAL		\$0.01	
24. MAIL INVOICE TO: (Include zip code)				25B. TELEPHONE NO. 816-926-7287			



General Services Administration (FUND) The contractor shall follow the invoice instructions identified within the award documentation.	<b>25A. FOR INQUIRIES REGARDING PAYMENT CONTACT:</b> GSA Finance Customer Support	
	<b>26A. NAME OF CONTRACTING/ORDERING OFFICER (Type)</b> Susan Humann	<b>26B. TELEPHONE NO.</b> (228) 304-2818
	<b>26C. SIGNATURE</b> Susan Humann 06/01/2016	
<b>GENERAL SERVICES ADMINISTRATION</b>	<b>1. PAYING OFFICE</b>	<b>GSA FORM 300 (REV. 2-93)</b>

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>	<b>PAGE 1 OF 1</b> <b>PAGE(S)</b>
<b>2. AMENDMENT/MODIFICATION NO.</b> ID04150049006 / P O 001	<b>3. EFFECTIVE DATE</b> 06/15/2016	<b>4. REQUISITION/PURCHASE REQ. NO.</b>	<b>5. PROJECT NO. (if applicable)</b>
<b>6. ISSUED BY</b> GSA Region 04 Melvin B. Fordham SSC, Building 1210, Room 143 Stennis Space Center, MS 39522-0000 United States 228-813-4875	<b>7. ADMINISTERED BY (If other than Item 6)</b> Melvin B. Fordham 228-813-4875		
<b>8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)</b> Everett S Johnson E3 FEDERAL SOLUTIONS, LLC 8281 GREENSBORO DRIVE, SUITE 400 MCLEAN, VA 221025212 United States 703-682-6925	<b>9A. AMENDMENT OF SOLICITATION NO.</b> <b>9B. DATED (SEE ITEM 11)</b> <b>10A. MODIFICATION OF CONTRACT/ORDER NO.</b> GS00F151CA / GS04Q16DBA0004 <b>TYPE OF MODIFICATION:</b> B. Administrative Change (No Funding or POP Date Changes)		
<b>CODE</b>	<b>FACILITY CODE</b>	<b>10B. DATED (SEE ITEM 11)</b> 06/01/2016 12:00 AM	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.			
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. <b>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</b> If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
<b>12. ACCOUNTING AND APPROPRIATION DATA (If required)</b> 285F.Q04FA000.AA20.25.AF151.H08... <b>CITATION CODE(S) #</b> R04-FY2016-BPA-AA20, R04-FY2016-BPA-47-AA20			
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>			
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.			
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).			
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
<input checked="" type="checkbox"/> <b>OTHER (Specify type of modification and authority)</b> <b>Unilateral: Administrative Modification to Change Issuing Office</b>			
<b>E. IMPORTANT:</b> Contractor IS NOT required to sign this document and return copies to the issuing office.			
<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)</b>			
<b>ORDER MOD DATED:</b> 06/15/2016		<b>Proposal Dated:</b> 06/15/2016	
<b>PERFORMANCE PERIOD FROM:</b> 06/01/2016		<b>PERFORMANCE PERIOD TO:</b> 05/31/2021	
<b>ORDER ID:</b> ID04150049006		<b>Desired Delivery Date:</b>	
<b>ITEM NO</b>	<b>TASK ITEM DESCRIPTION</b>	<b>PREVIOUS MOD AMOUNT</b>	<b>MOD CHANGE AMOUNT</b>
0001	CMSS BPA Award - Activation CLIN	\$0.01	\$0.00
\$0.01			
The purpose of Modification 01 is to document a change in issuing office:  From: GSA Region 04			

Susan Humann  
 139 Beal Parkway SE  
 Fort Walton Beach, FL 32548-0000  
 United States  
 (228) 304-2818

To:  
 GSA Region 09  
 Jo Ann Ancheta-Lim  
 General Services Administration  
 Federal Acquisition Service  
 Acquisition Operations Division (9QZA-B)  
 50 United Nations Plaza  
 San Francisco, CA 94102  
 (702) 228-0640

All other BPA terms and conditions remain unchanged.

\*\*\*Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. \*\*\*

FOR INQUIRIES REGARDING PAYMENT CONTACT:  
 GSA Finance Customer Support 816-926-7287

PRIOR AMOUNT		NEW AMOUNT		INCREASE/DECREASE
<b>Cost To GSA:</b>	<b>\$0.01</b>	<b>\$0.01</b>	<b>\$0.00</b>	
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Melvin B. Fordham 228-813-4875		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Melvin B. Fordham (Signature of person authorized to sign)	16C. DATE SIGNED 06/15/2016	
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243		

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE 1 OF 1 PAGE(S)
2. AMENDMENT/MODIFICATION NO. ID04150049006 / P O 002	3. EFFECTIVE DATE 06/22/2016	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY GSA Region 04 Melvin B. Fordham SSC, Building 1210, Room 143 Stennis Space Center, MS 39522-0000 United States 228-813-4875		7. ADMINISTERED BY (If other than Item 6) Melvin B. Fordham 228-813-4875	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Everett S Johnson E3 FEDERAL SOLUTIONS, LLC 8281 GREENSBORO DRIVE, SUITE 400 MCLEAN, VA 221025212 United States 703-682-6925		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00F151CA / GS04Q16DBA0004 TYPE OF MODIFICATION: B. Administrative Change (No Funding or POP Date Changes)	
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 06/15/2016 12:00 AM	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.			
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:			
(a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q04FA000.AA20.25.AF151.H08... CITATION CODE(S) # R04-FY2016-BPA-AA20, R04-FY2016-BPA-47-AA20			
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>			
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.			
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).			
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
<input checked="" type="checkbox"/> <b>OTHER (Specify type of modification and authority)</b> <b>Unilateral: Administrative Modification to show BPA Administration Responsibilities</b>			
<b>E. IMPORTANT:</b> Contractor IS NOT required to sign this document and return copies to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)			
ORDER MOD DATED: 06/21/2016		Proposal Dated: 06/21/2016	
PERFORMANCE PERIOD FROM: 06/01/2016		PERFORMANCE PERIOD TO: 05/31/2021	
		Order ID: ID04150049006	
		Desired Delivery Date:	
<b>ITEM NO</b>	<b>TASK ITEM DESCRIPTION</b>	<b>PREVIOUS MOD AMOUNT</b>	<b>MOD CHANGE AMOUNT</b>
0001	CMSS BPA Award - Activation CLIN	\$0.01	\$0.00
NEW MOD AMOUNT \$0.01			
The purpose of this modification is to transfer all BPA administration responsibilities of BPA Order ID04150049 from GSA FAS Region 4 to GSA FAS Region 9.			
All other BPA terms and conditions remain unchanged.			

\*\*\*Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. \*\*\*

**FOR INQUIRIES REGARDING PAYMENT CONTACT:**

GSA Finance Customer Support 816-926-7287

PRIOR AMOUNT		NEW AMOUNT	INCREASE/DECREASE
<b>Cost To GSA:</b>	<b>\$0.01</b>	<b>\$0.01</b>	<b>\$0.00</b>
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Melvin B. Fordham 228-813-4875	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Melvin B. Fordham	16C. DATE SIGNED 06/22/2016
(Signature of person authorized to sign)		(Signature of person authorized to sign)	
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	